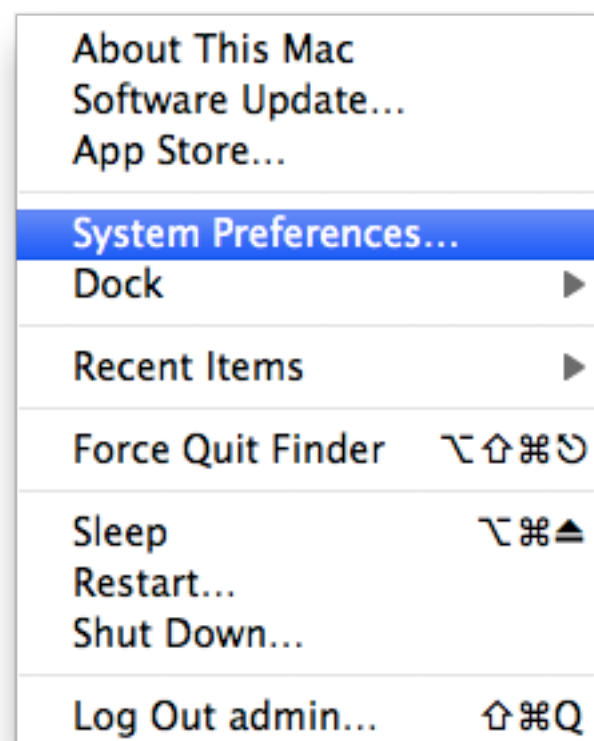


Simple Mac Guide

shah@mac.com

Creating User Accounts



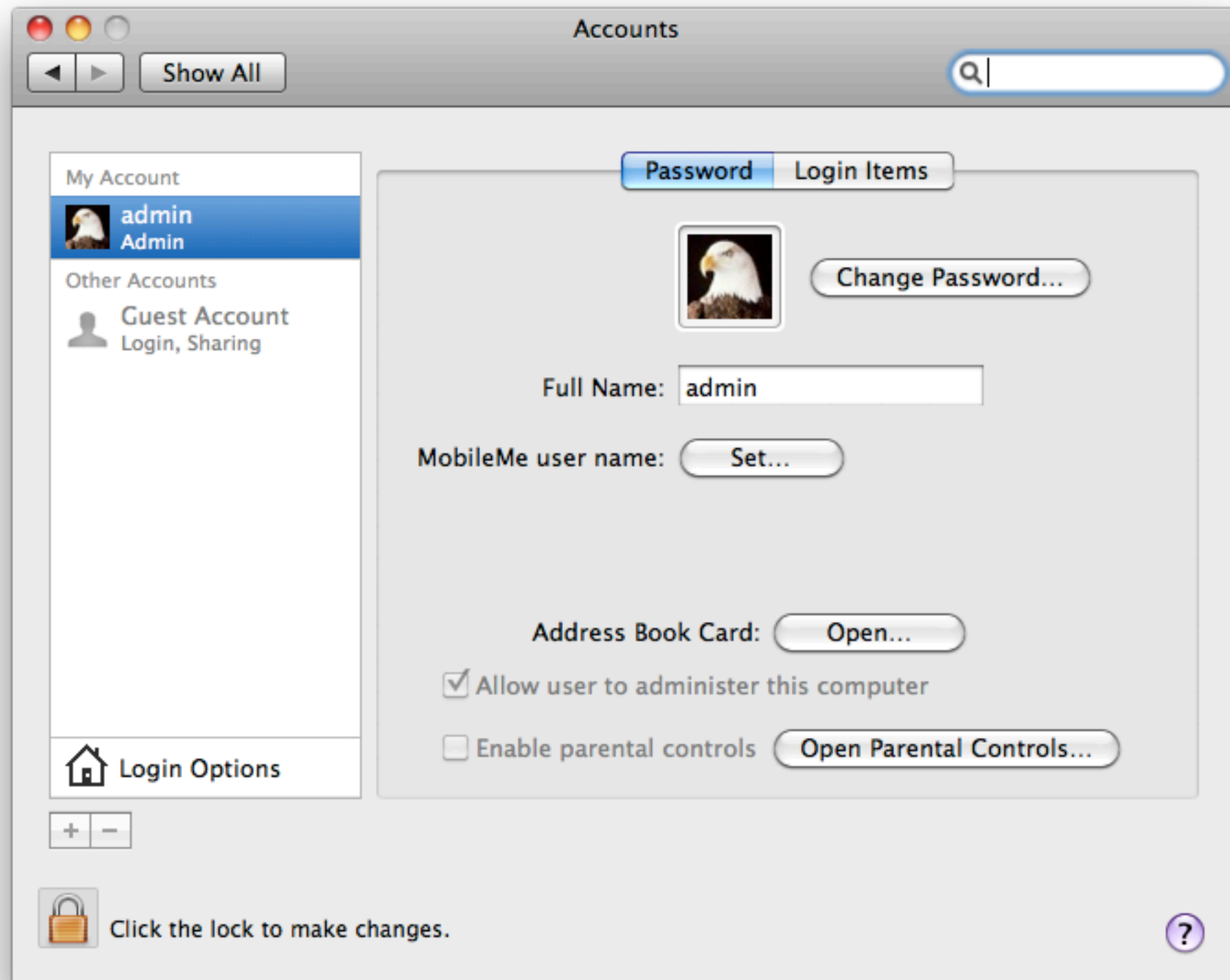
Monday, February 21, 2011

Choose System Preferences from the Apple menu



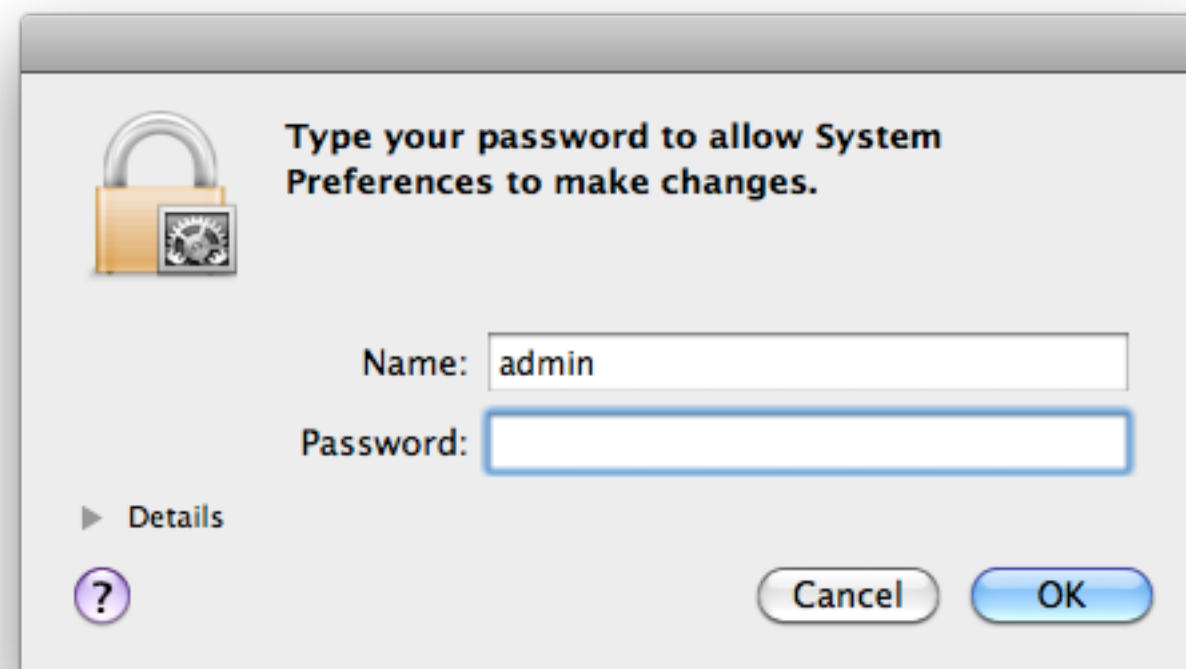
Monday, February 21, 2011

Click on Accounts



Monday, February 21, 2011

Click on the little padlock on lower left side



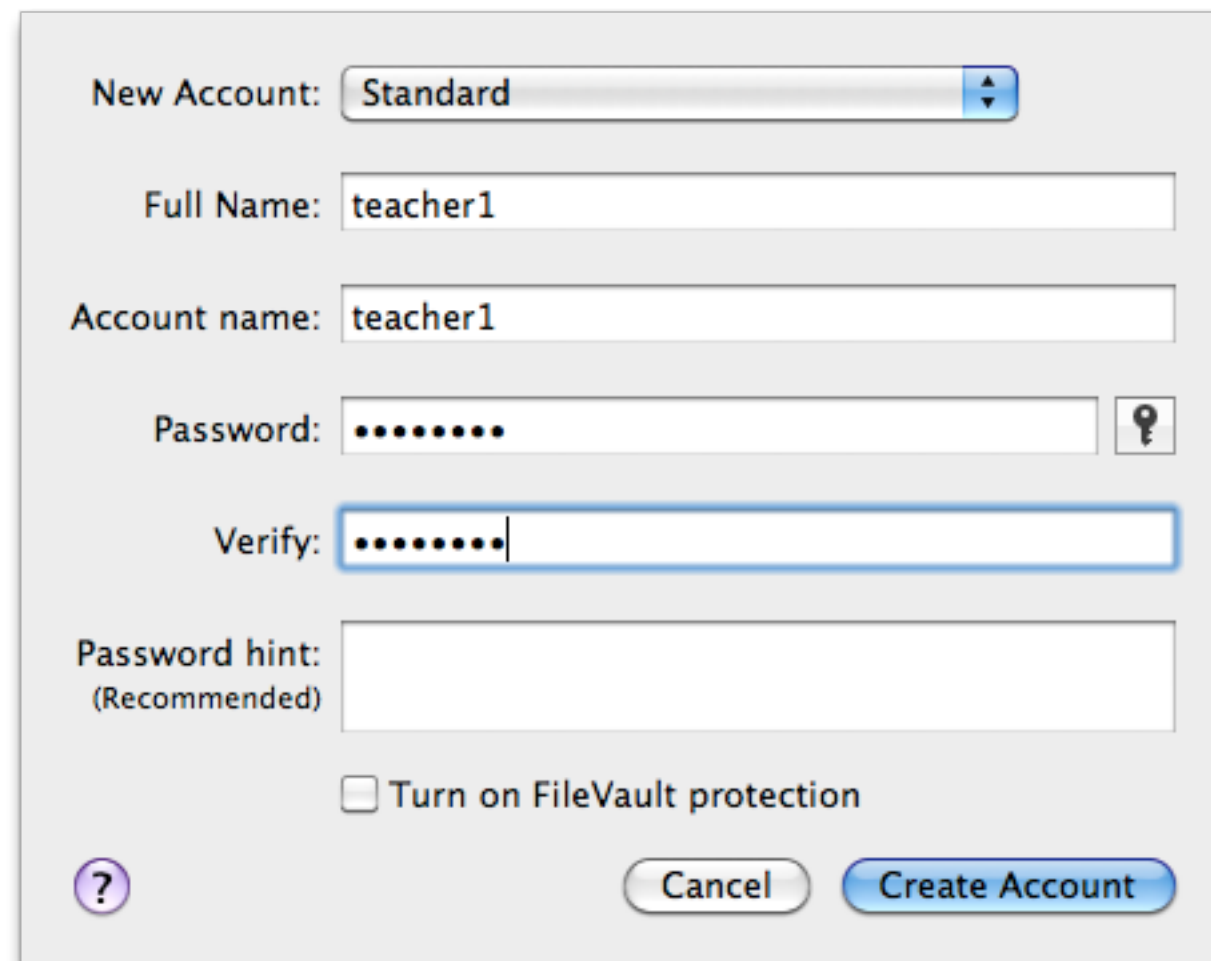
Monday, February 21, 2011

Put in the admin username and password and click OK to unlock



Monday, February 21, 2011

Click on the + sign



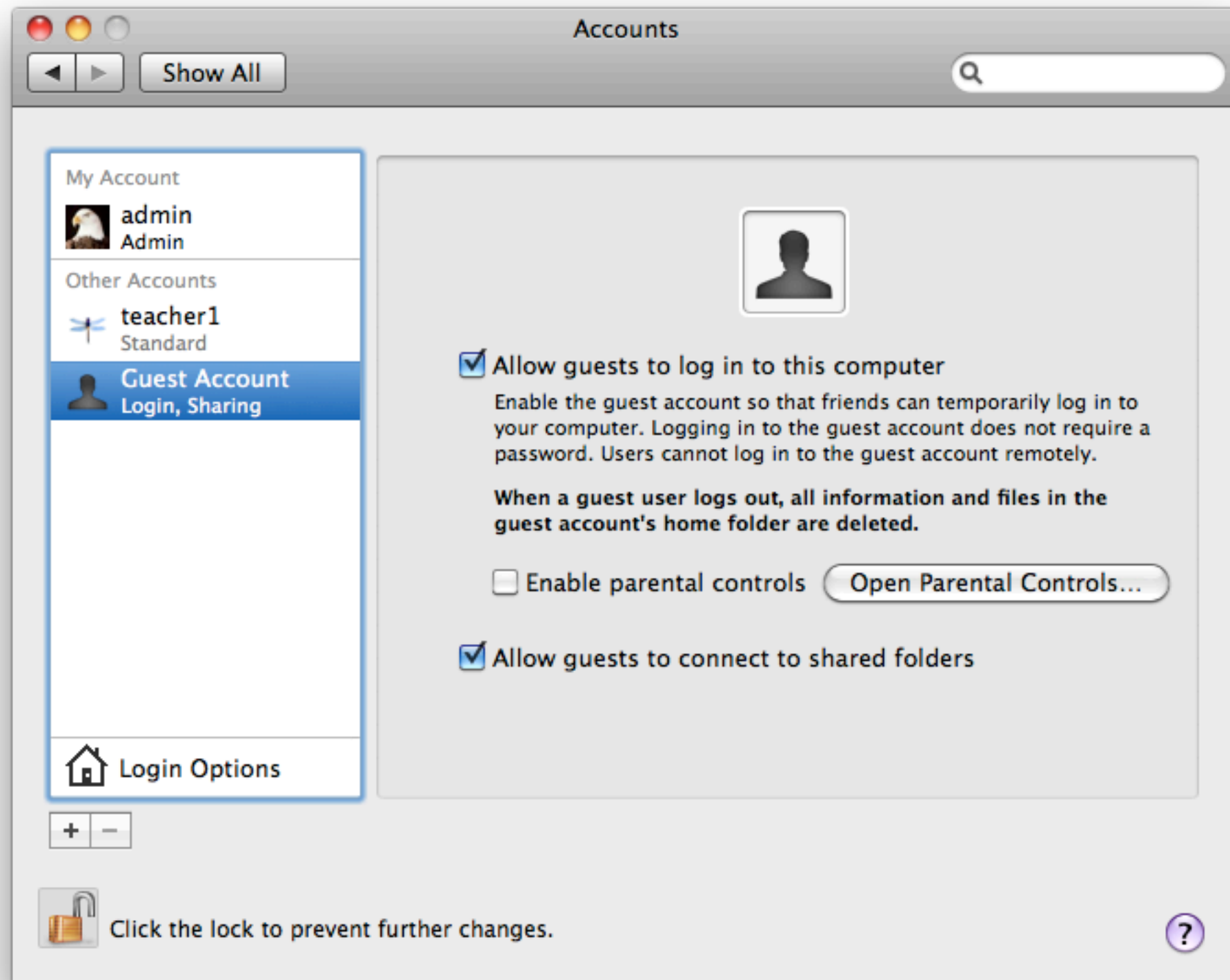
The image shows a 'New Account' dialog box from a Mac OS X system. It has a light gray background and a standard Mac window style with a title bar (not visible). The dialog contains the following elements:

- New Account:** A dropdown menu currently set to 'Standard'.
- Full Name:** A text field containing 'teacher1'.
- Account name:** A text field containing 'teacher1'.
- Password:** A text field with masked characters (dots) and a key icon to the right for toggling visibility.
- Verify:** A text field with masked characters, currently selected with a blue border.
- Password hint:** A text field with the label '(Recommended)' above it.
- Turn on FileVault protection:** An unchecked checkbox.
- Buttons:** A question mark icon in a circle on the bottom left, and 'Cancel' and 'Create Account' buttons on the bottom right.

Monday, February 21, 2011

Enter a username and password you'd like to use for this account. Normally I do all my work in a standard account and only use the administrator account to install software or do other administrative task. Better security this way.

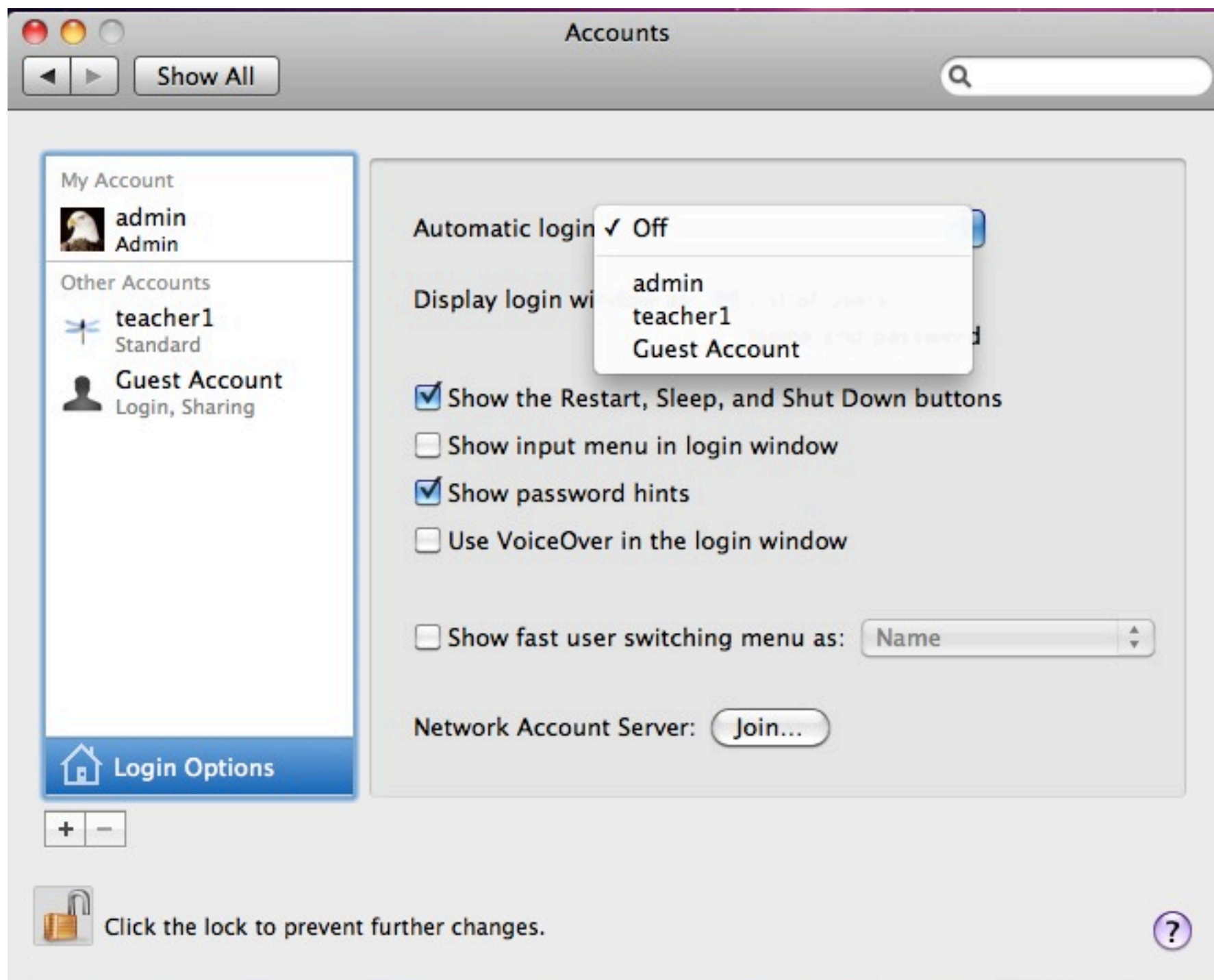
Click Create Account. If you see a message onscreen about automatic login, click Keep automatic login.



Monday, February 21, 2011

Click on Guest account. Tick Allow guests to log in to this computer.

This is good for occasional users and for computer labs because everything you do will be wiped when you log out.



Monday, February 21, 2011

Click Login Options

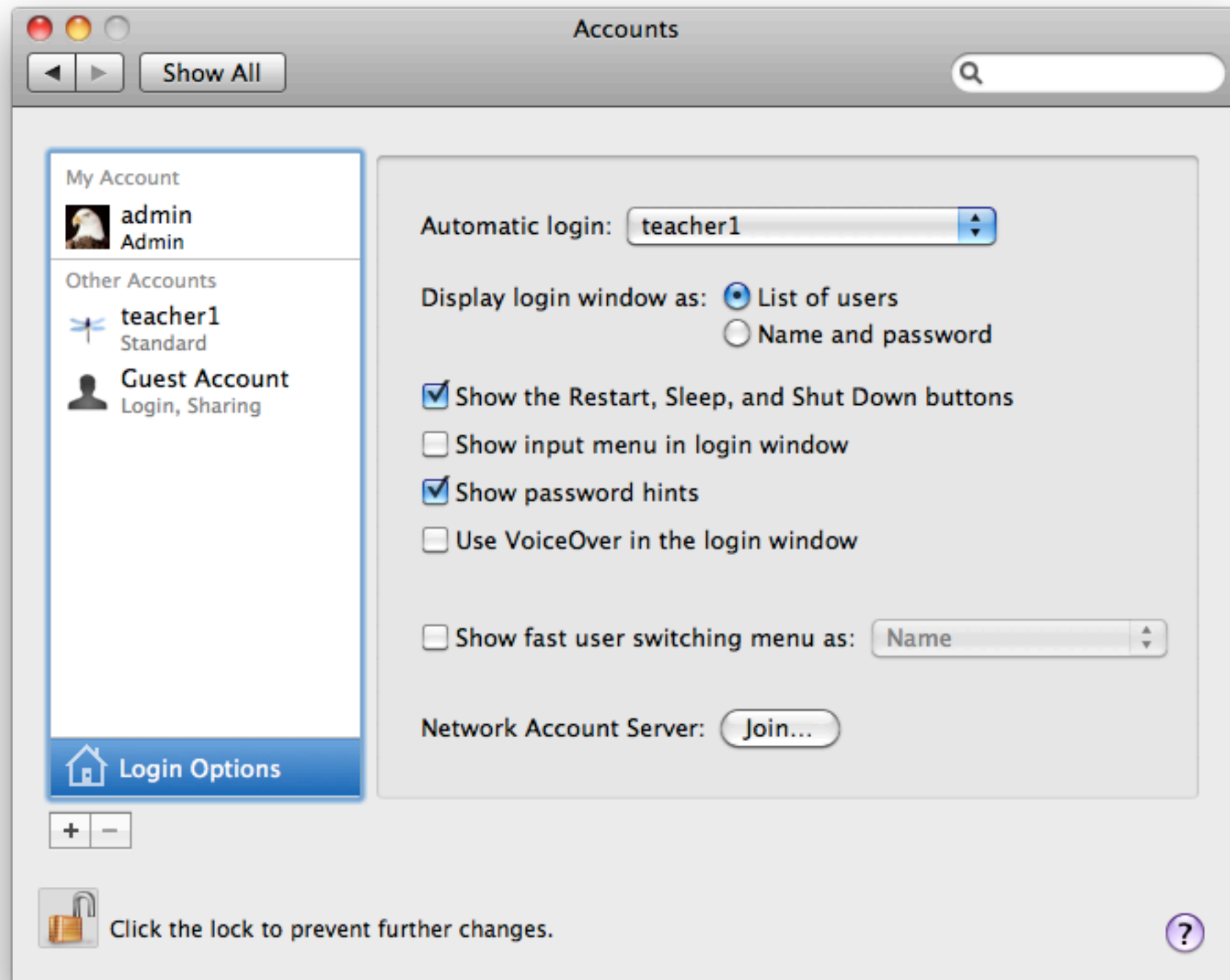
From the Automatic Login popup choose either your account or the guest account.

Automatically log in as:

Password:

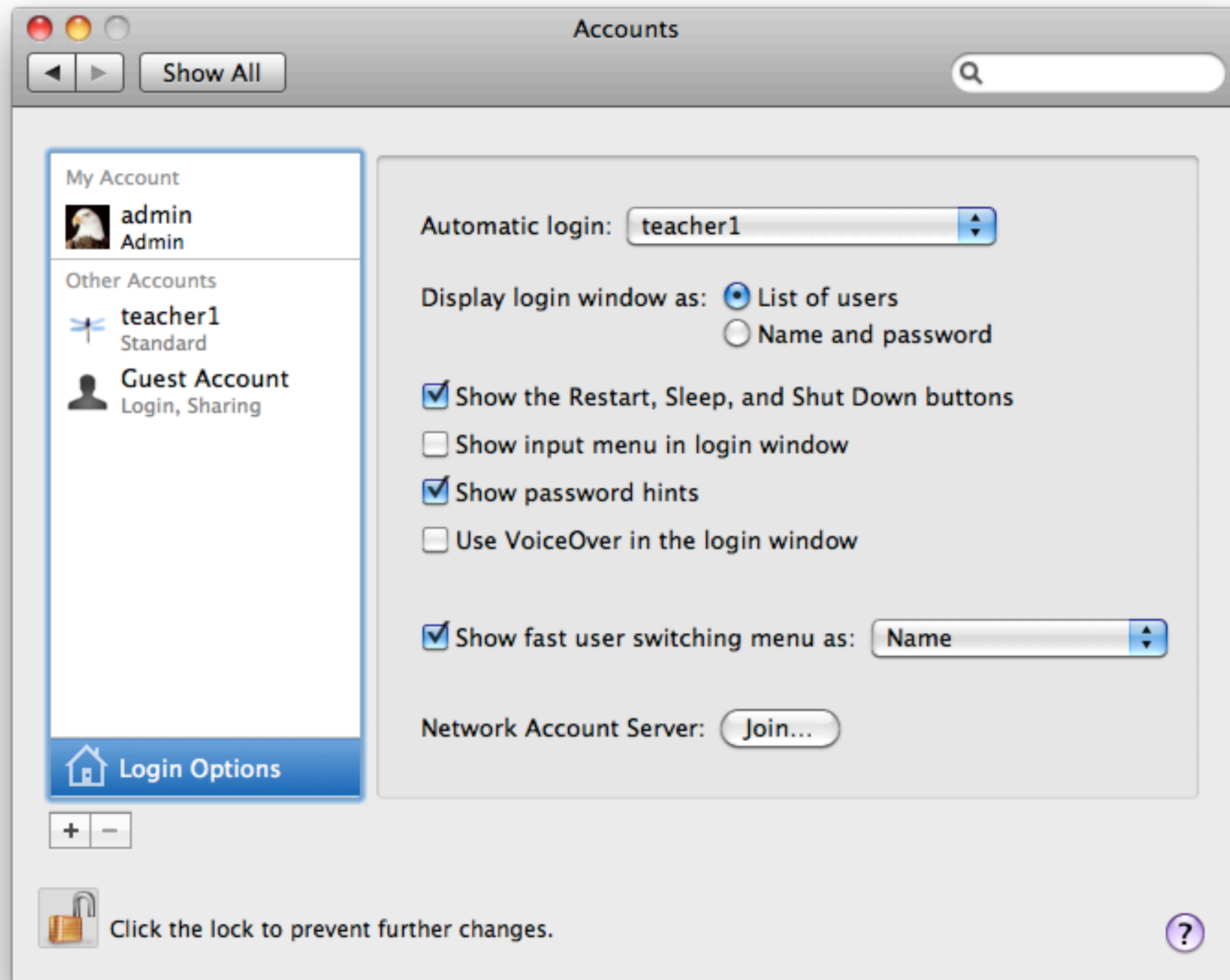
Monday, February 21, 2011

You'll need to put in the password and click OK



Monday, February 21, 2011

Here, the computer is set up to log directly into the teacher1 account.



Monday, February 21, 2011

Click Show fast user switching menu, this enables you to quickly switch to another account.
Click Show All.

Configure Mouse or Trackpad



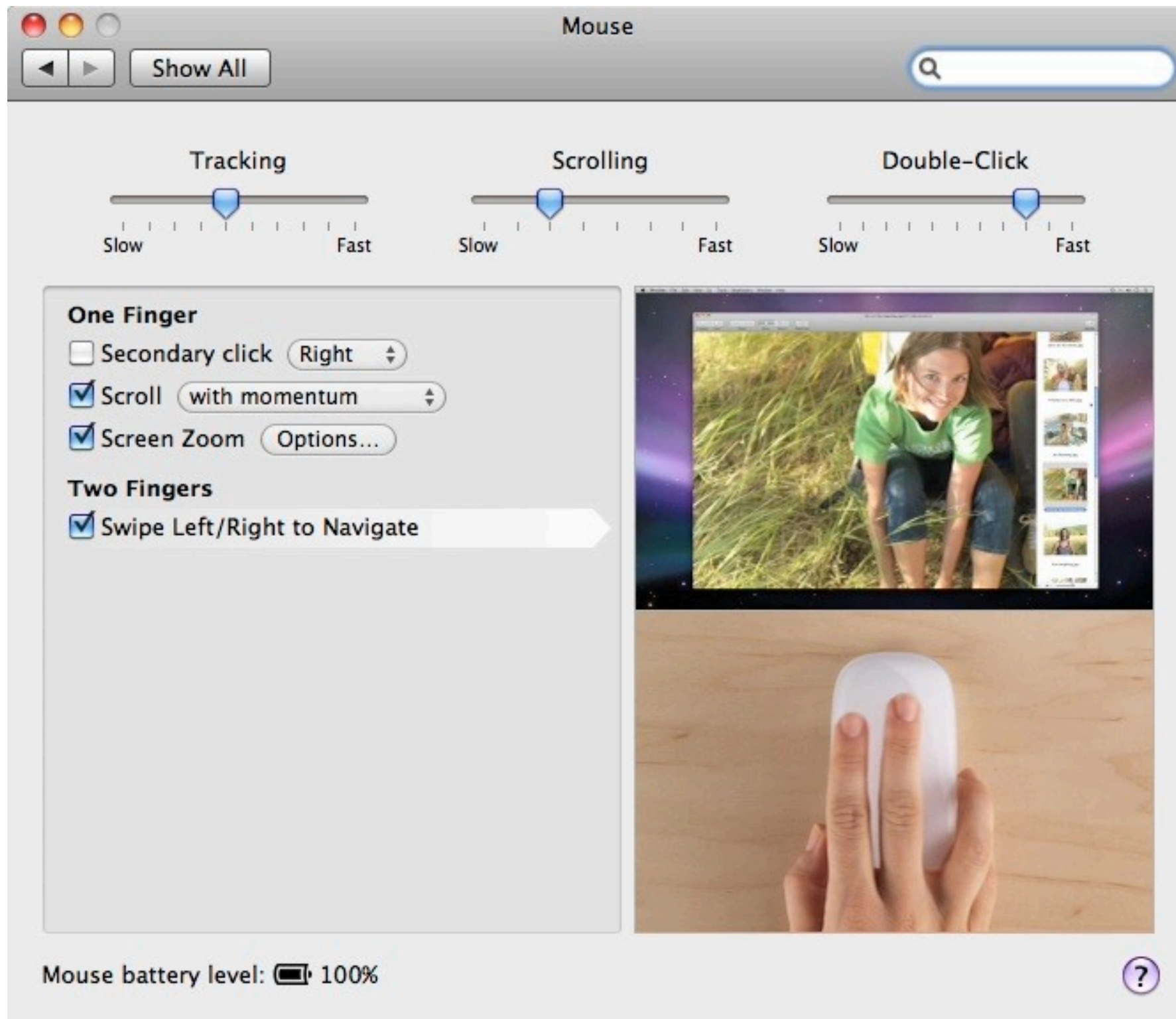
Monday, February 21, 2011

If System Preferences was not open, open it



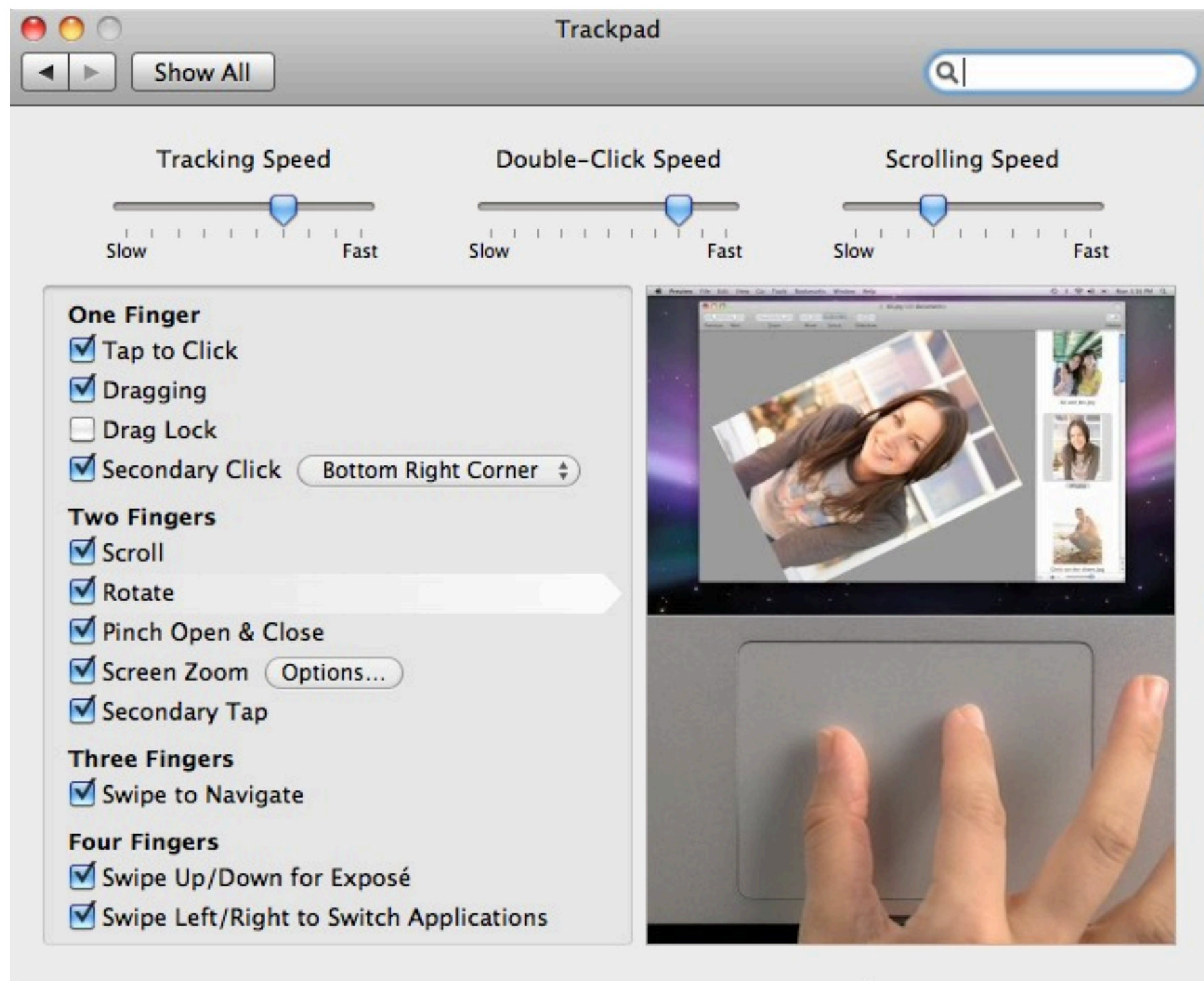
Monday, February 21, 2011

Choose Mouse or Trackpad depending on what you have



Monday, February 21, 2011

If using a mouse, change Tracking to Fast and make sure Secondary click is set.



Monday, February 21, 2011

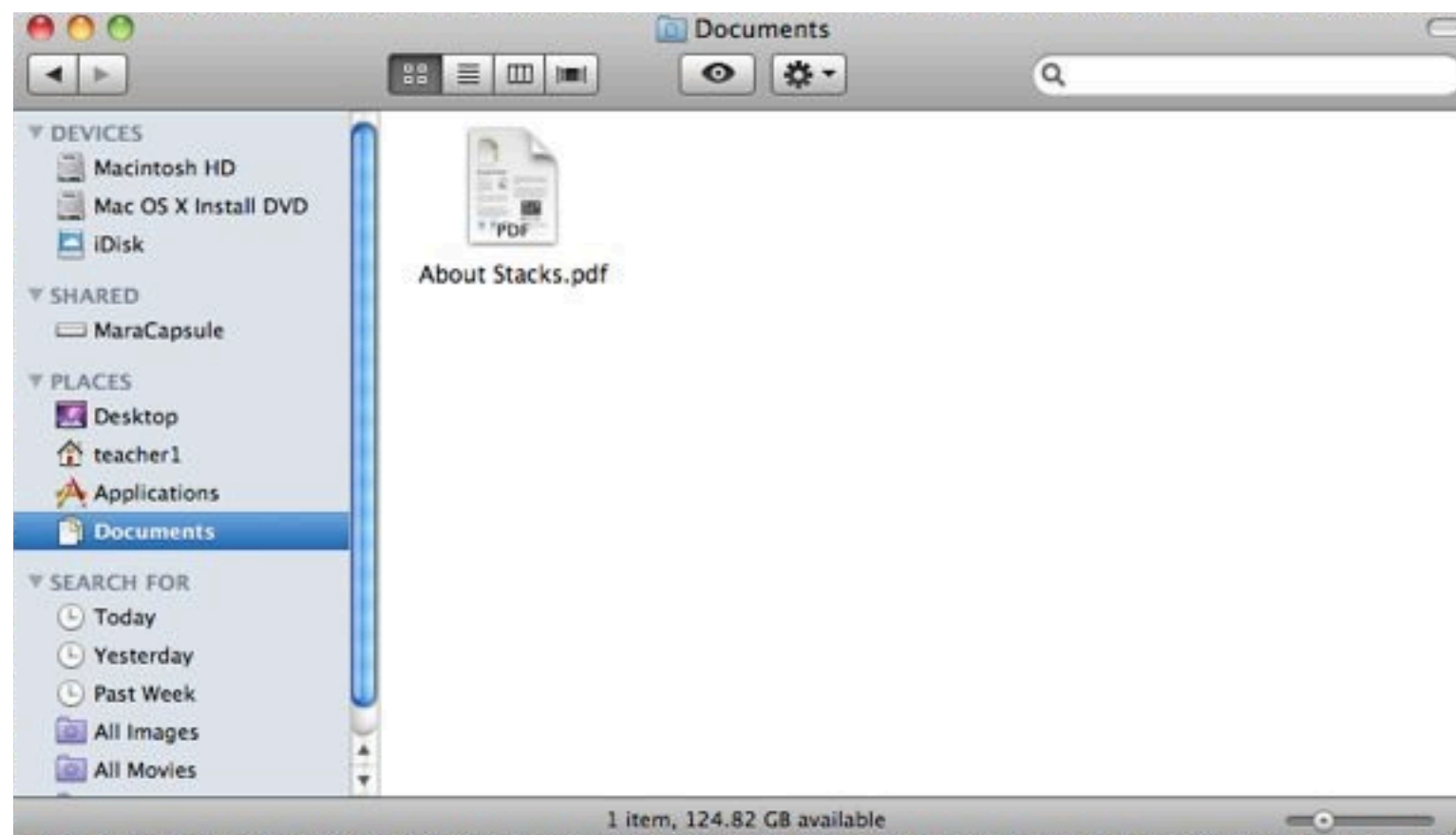
If using a Trackpad, change Tracking Speed to fast and make sure Tap to click is set. I prefer to tap with two fingers for Secondary click.

Mouse Basics



Monday, February 21, 2011

Click the Finder (lower left) to open a Finder window



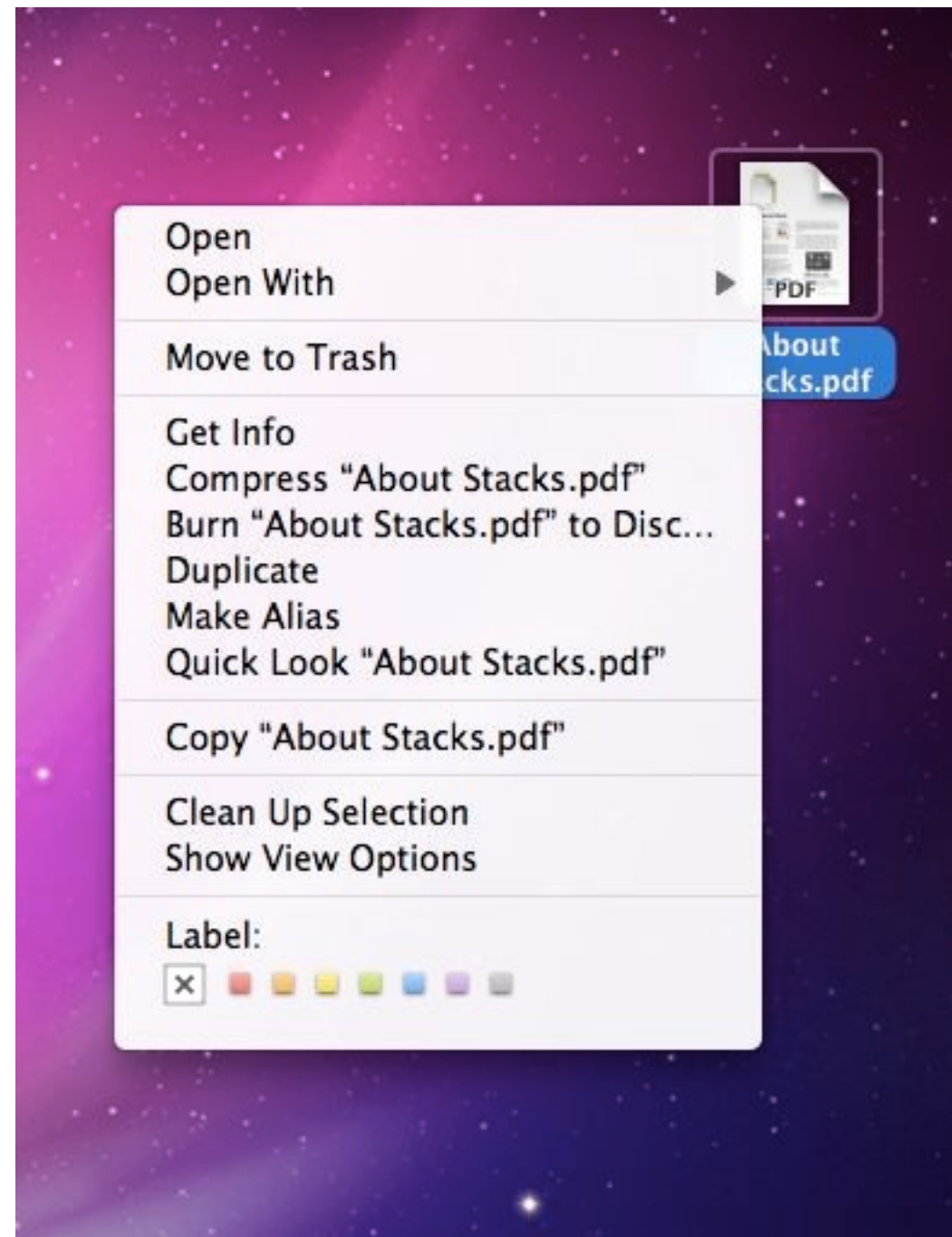
Monday, February 21, 2011

Double click Documents to open the Documents folder



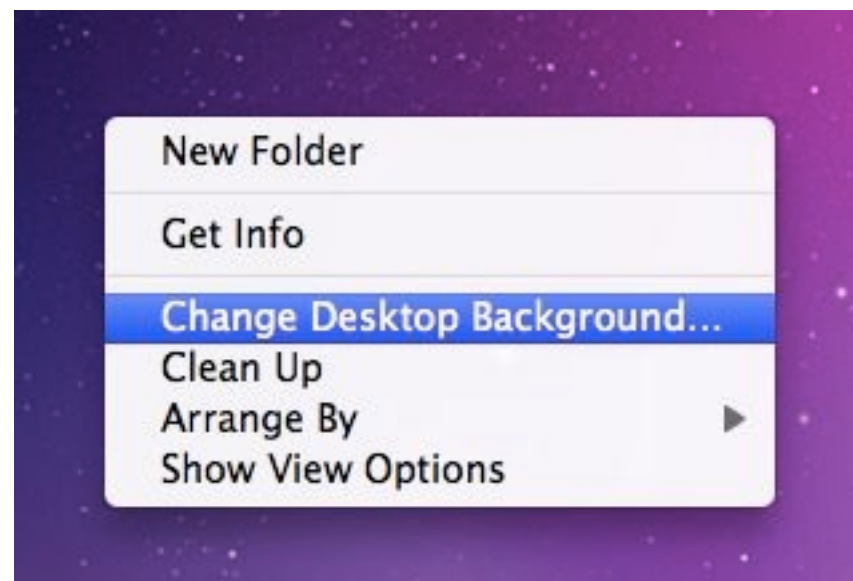
Monday, February 21, 2011

Drag about Stacks to the Desktop



Monday, February 21, 2011

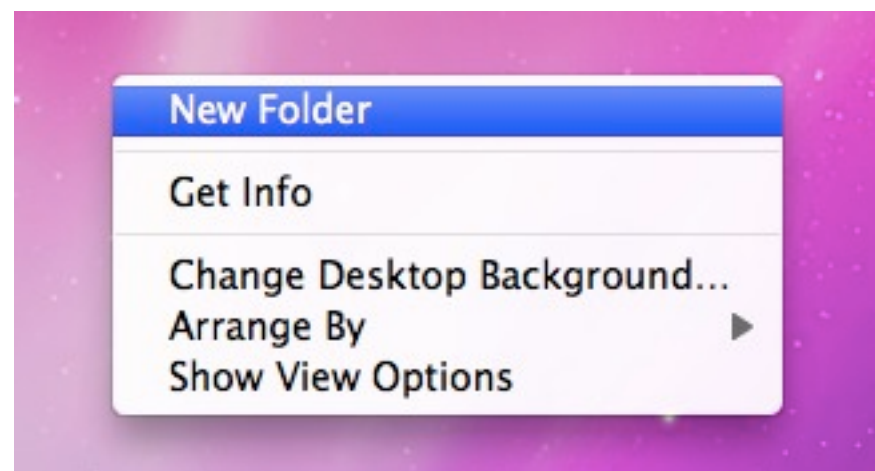
Right-click on About Stacks to show the contextual menu



Monday, February 21, 2011

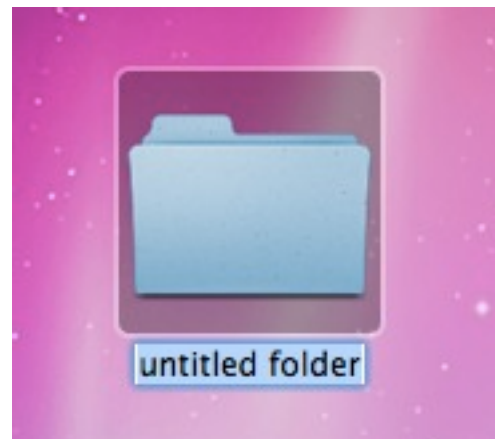
Right-click on Desktop to change Desktop pattern

Create New Folder



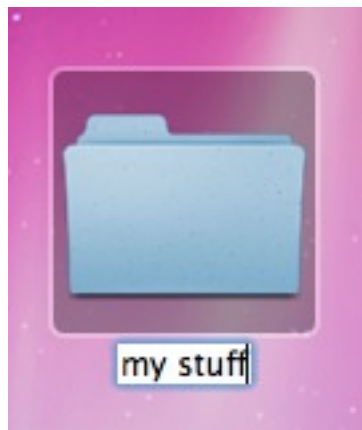
Monday, February 21, 2011

Right-click on Desktop, choose New Folder



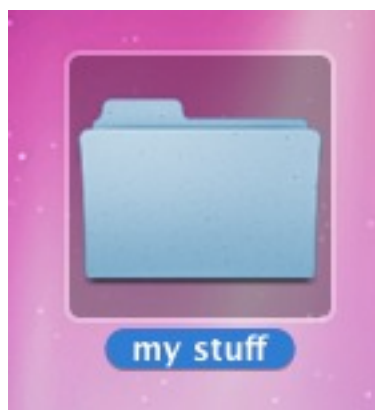
Monday, February 21, 2011

You can type in the name immediately, no need to delete the existing text first



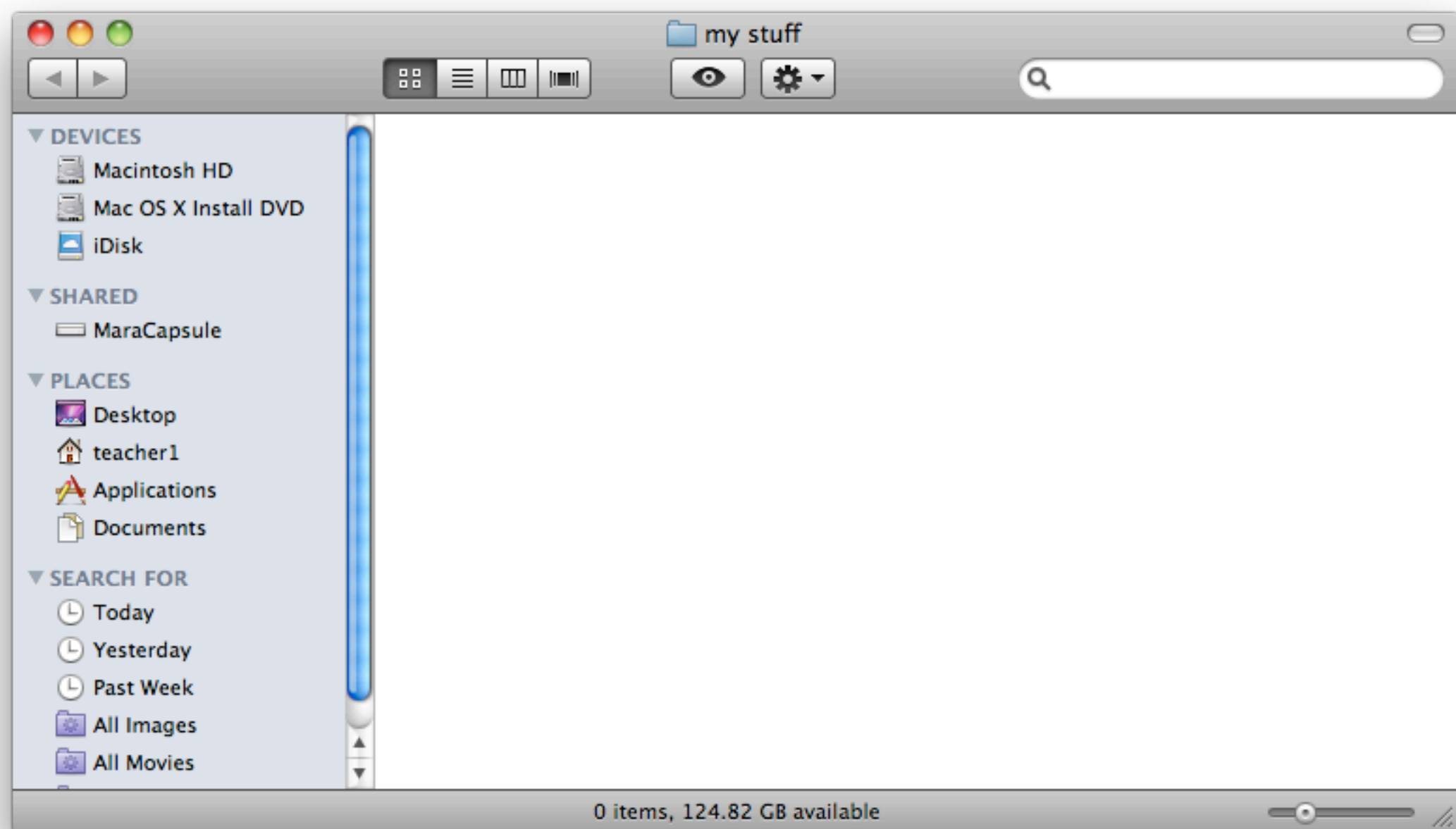
Monday, February 21, 2011

After you type in the new name, my stuff, press Return



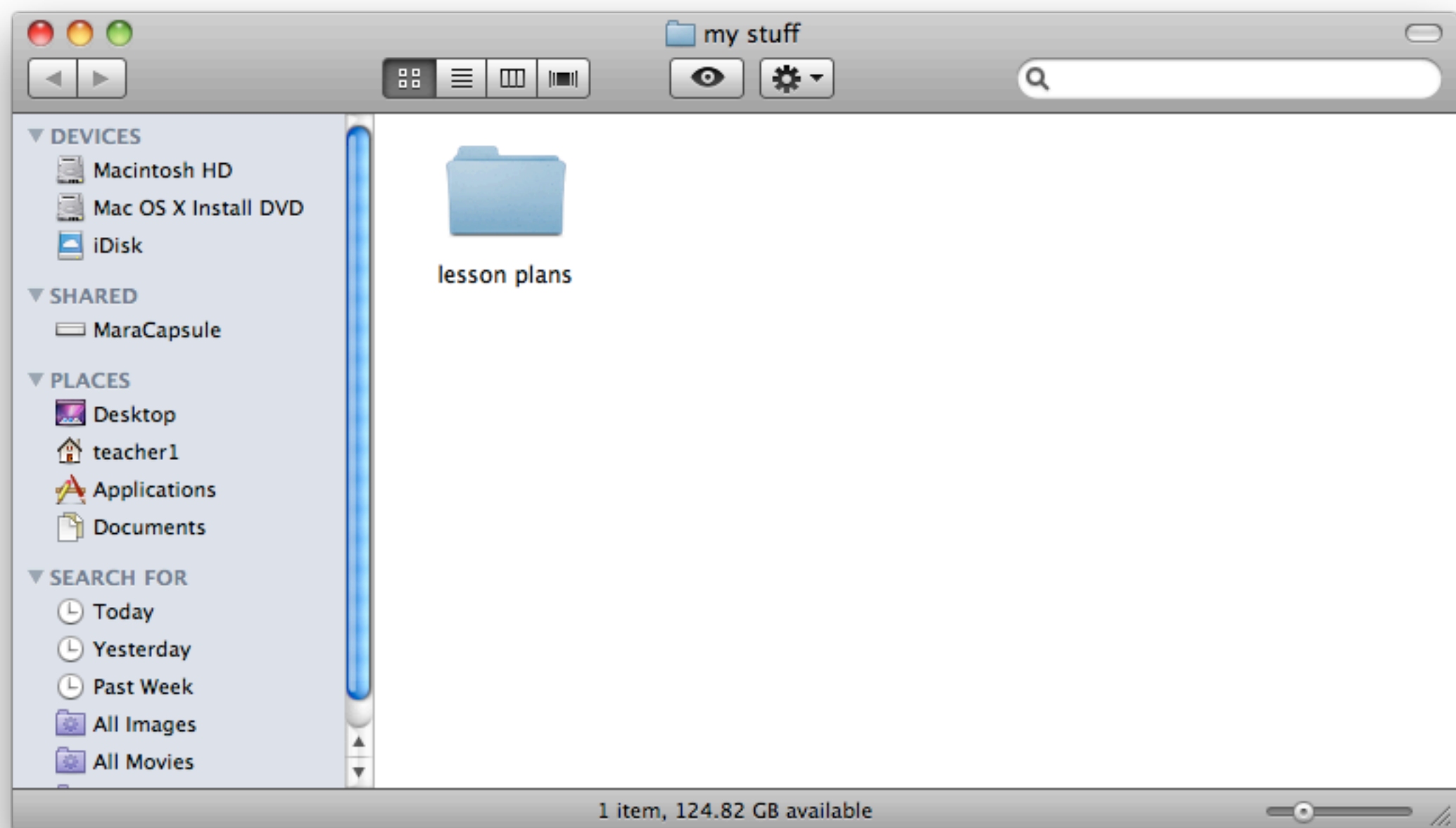
Monday, February 21, 2011

Done. To change the name again press return, and repeat the process.



Monday, February 21, 2011

Double-click the newly created folder to open it.



Monday, February 21, 2011

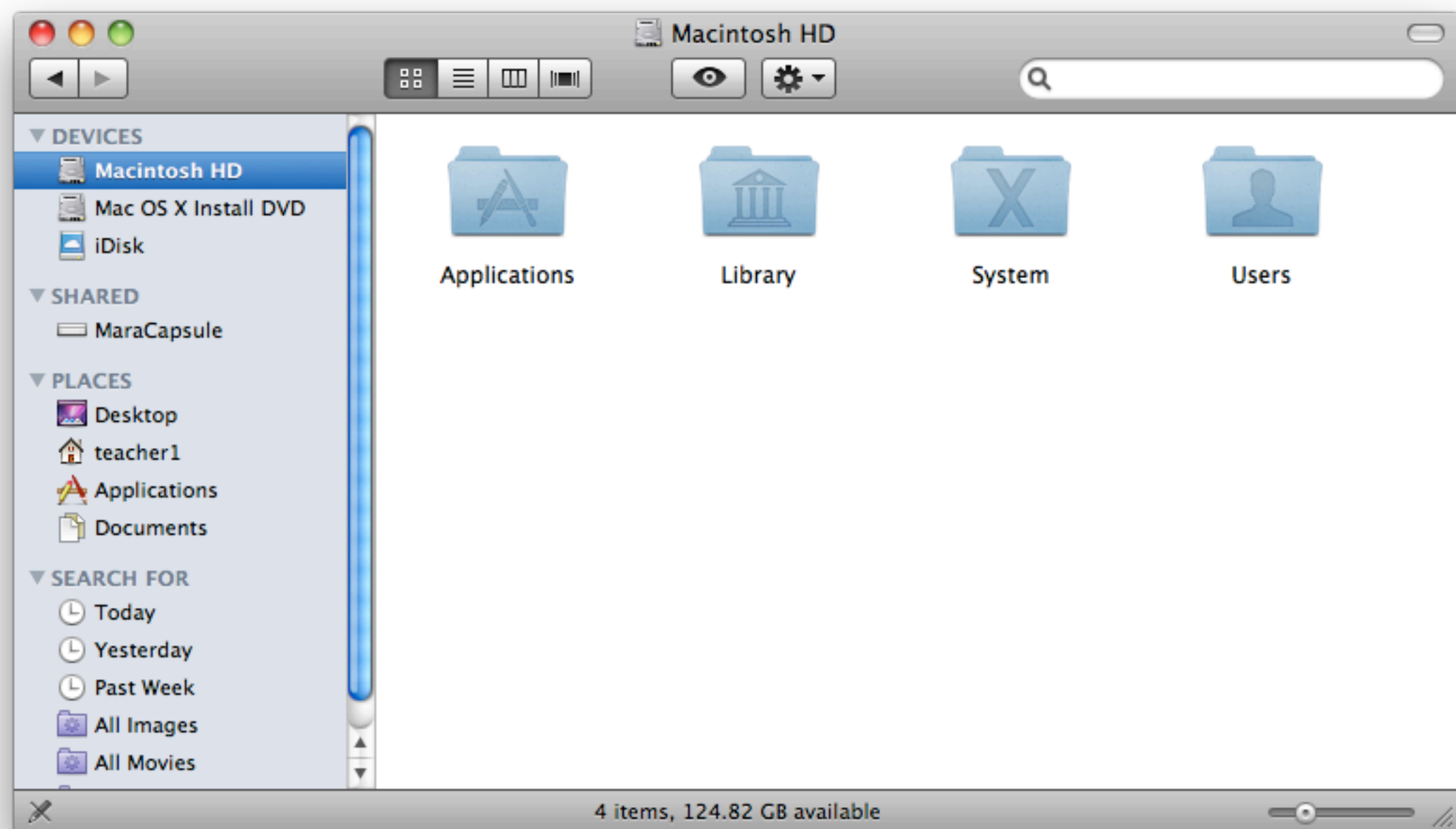
Create a new folder inside it called lesson plans.

Copy Files



Monday, February 21, 2011

Click on the Finder in the dock to open a new Finder window



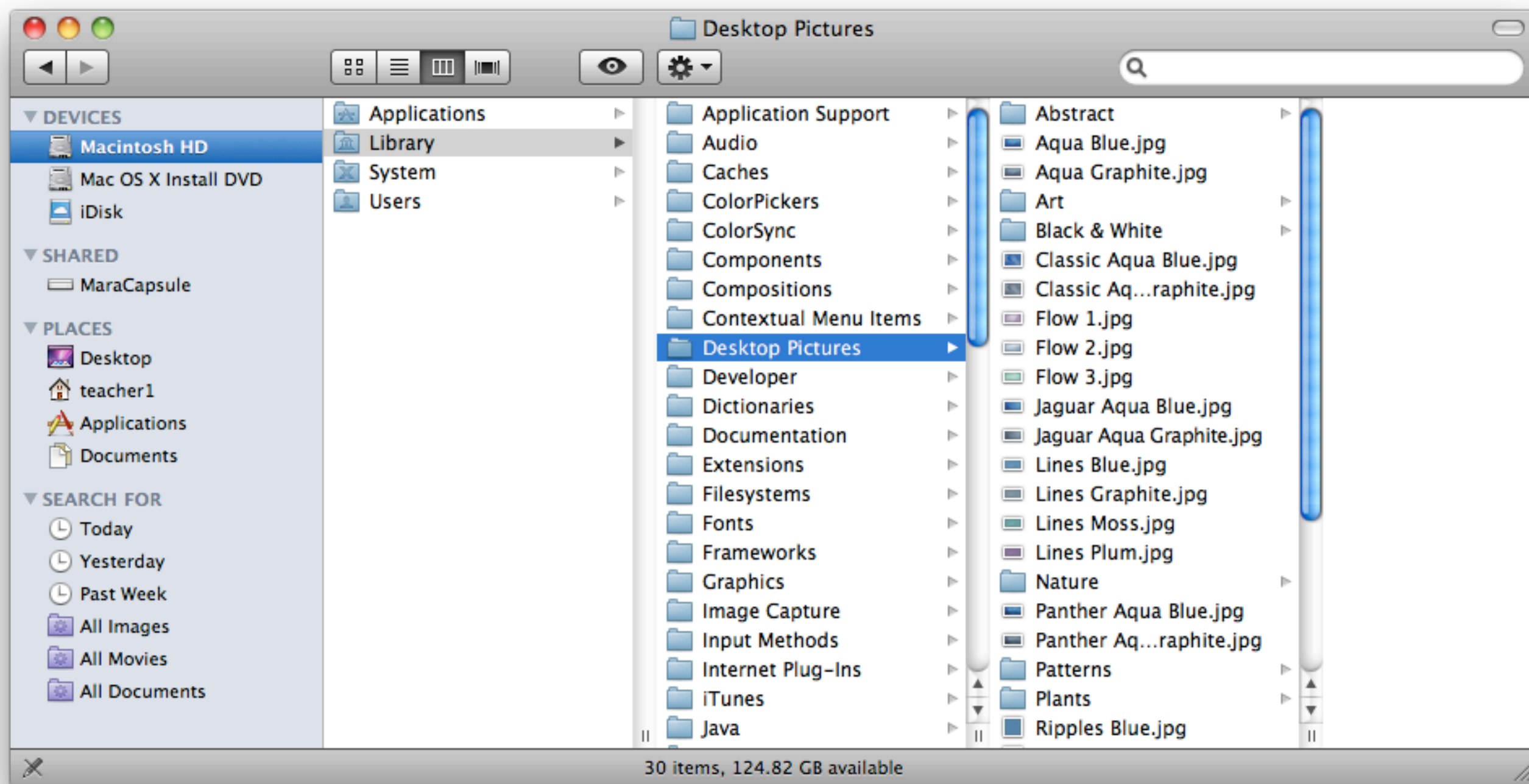
Monday, February 21, 2011

Click on Macintosh HD to show the contents



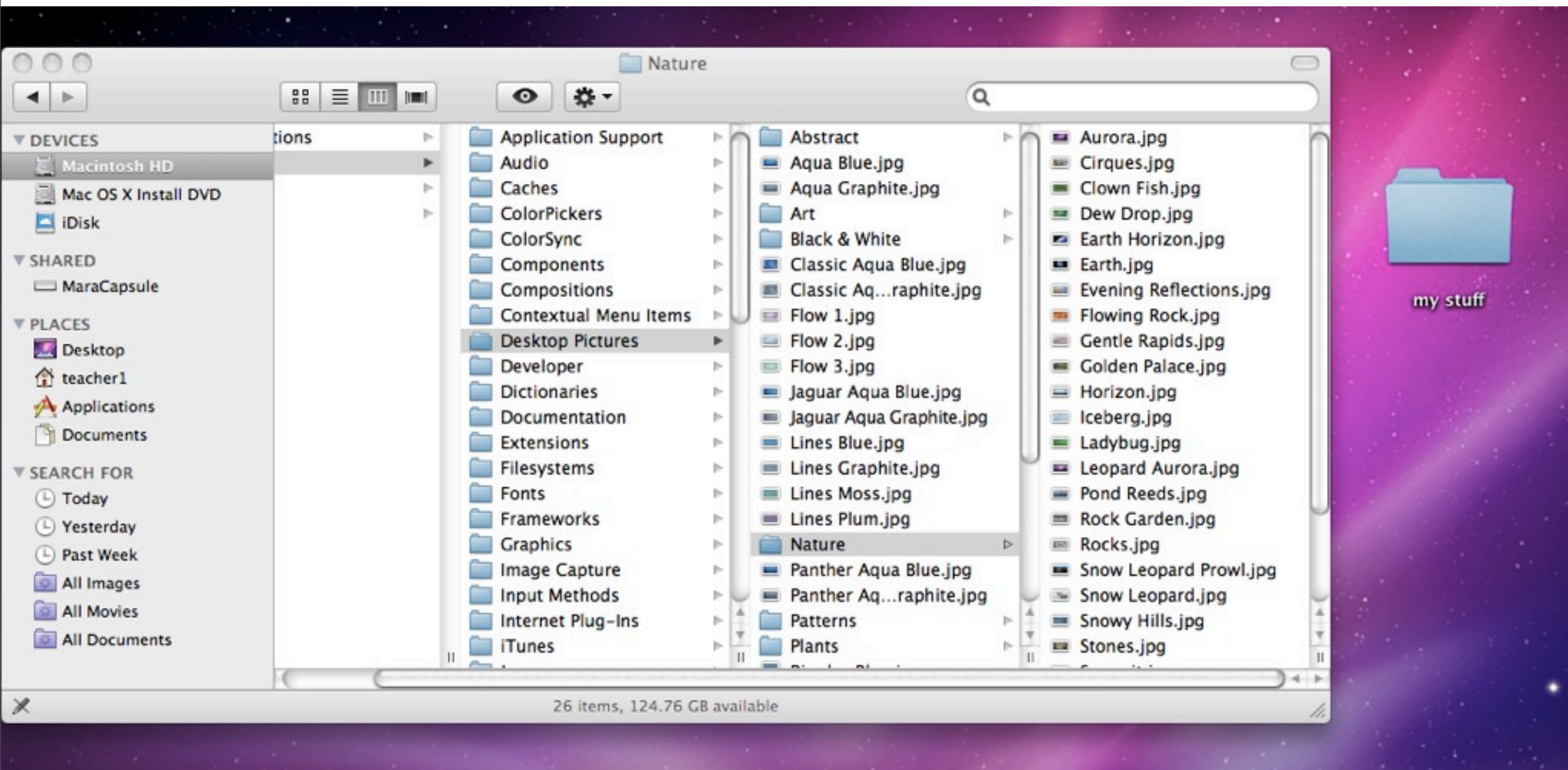
Monday, February 21, 2011

Choose Column View



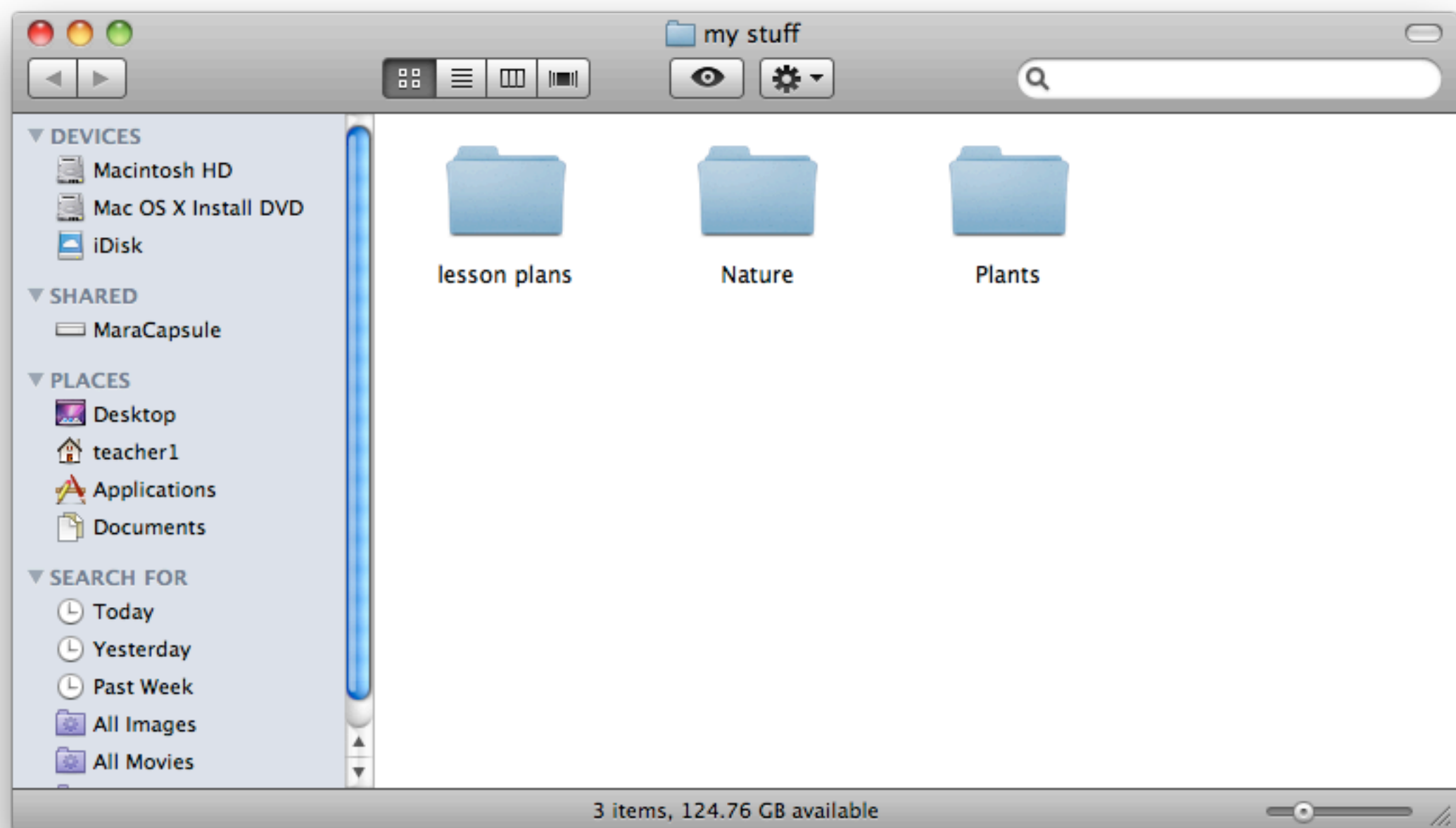
Monday, February 21, 2011

Click Library -> Desktop Pictures



Monday, February 21, 2011

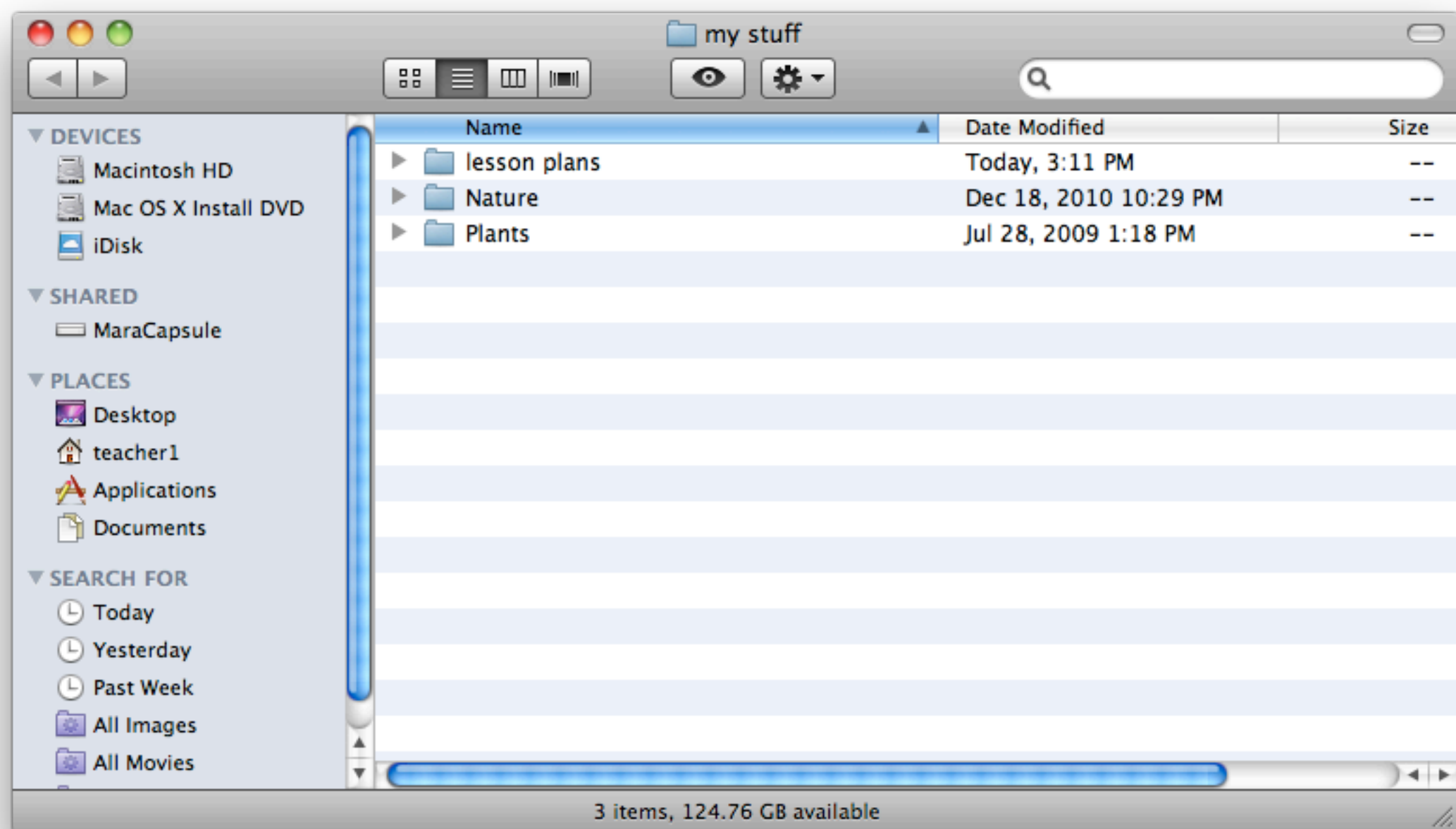
Drag Nature and Plants to the my stuff folder



Monday, February 21, 2011

open my stuff

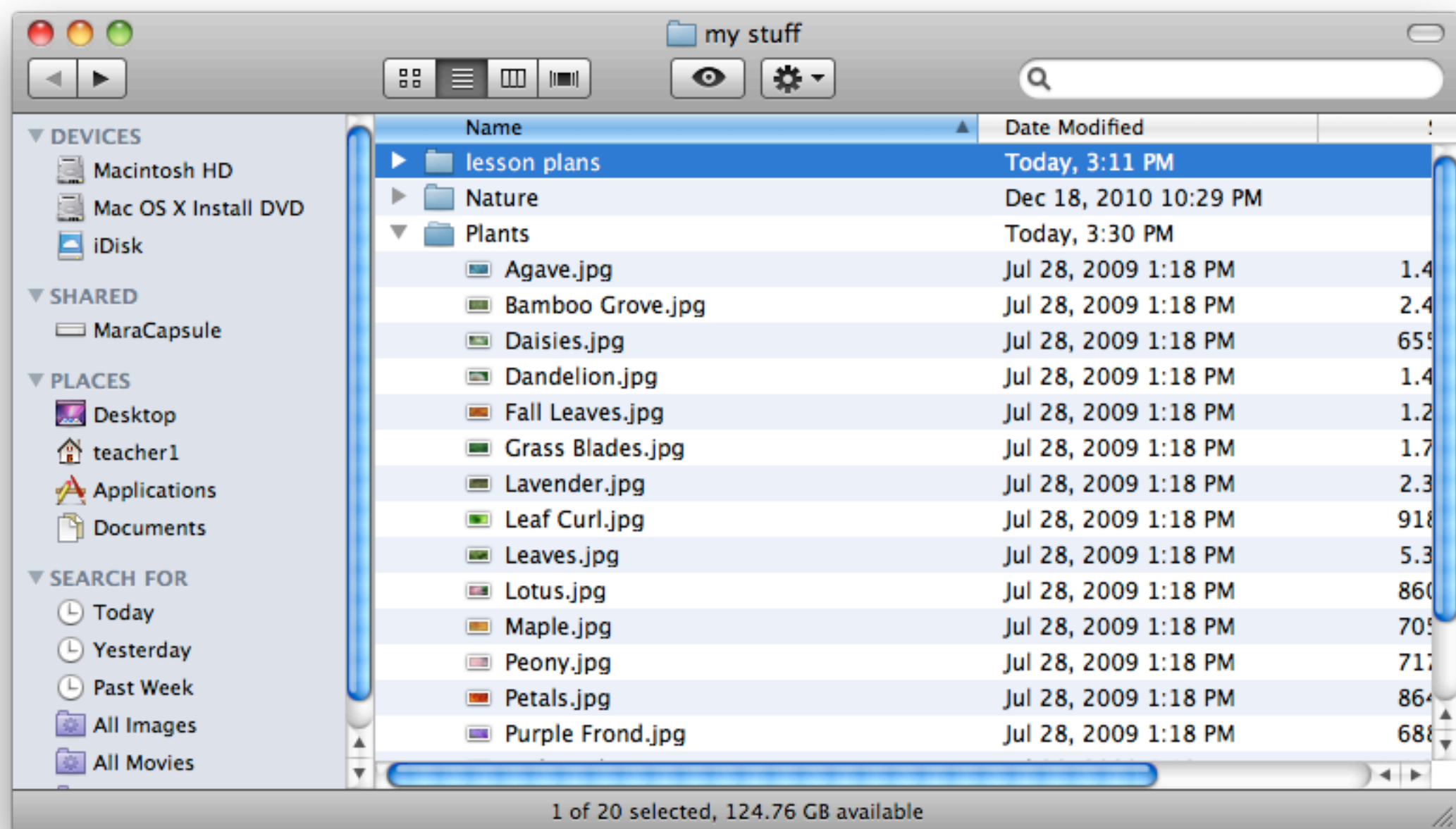
you should see lesson plans, nature and plants in there



Monday, February 21, 2011

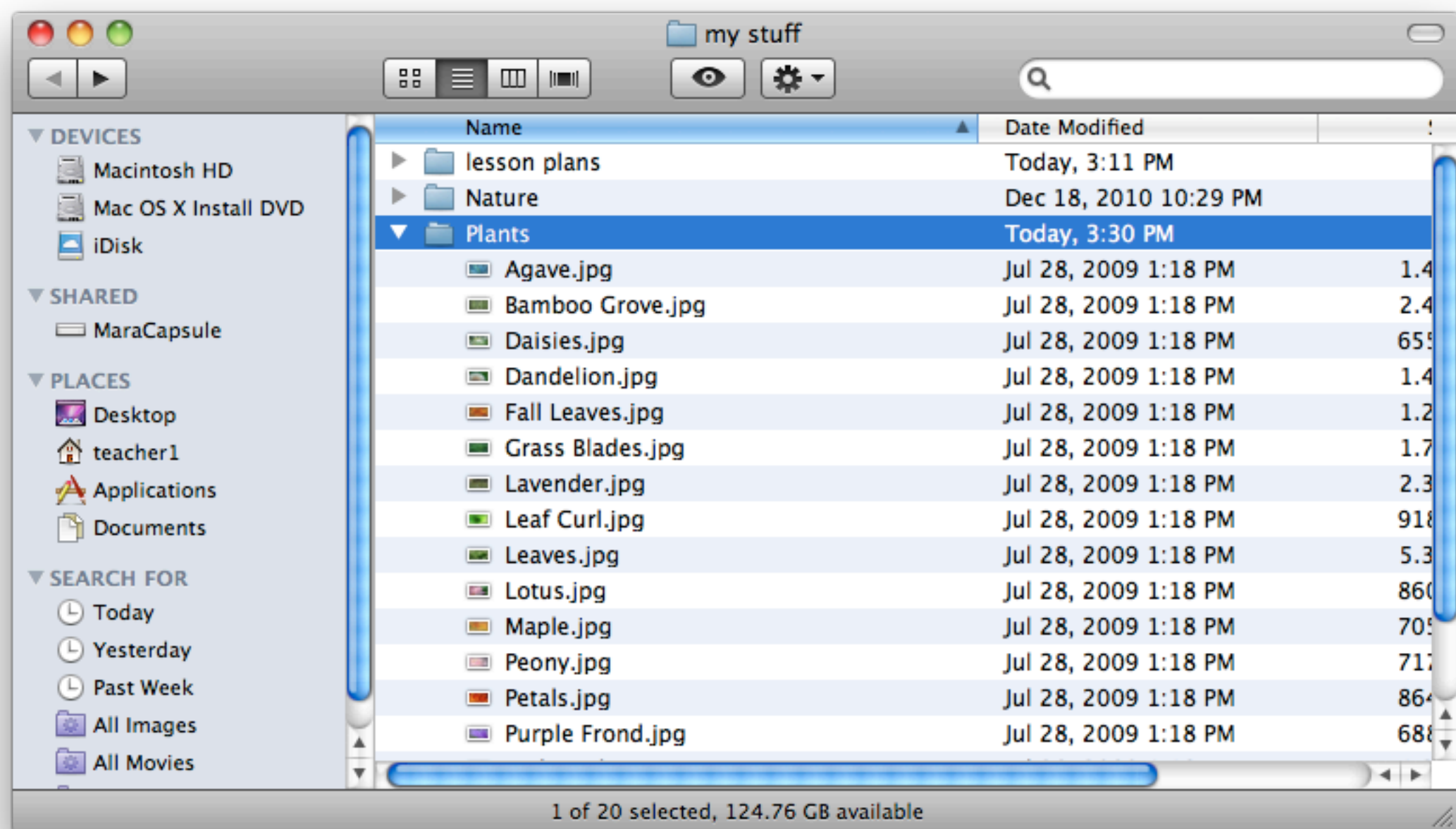
Click on List view button

This is most like Windows Explorer



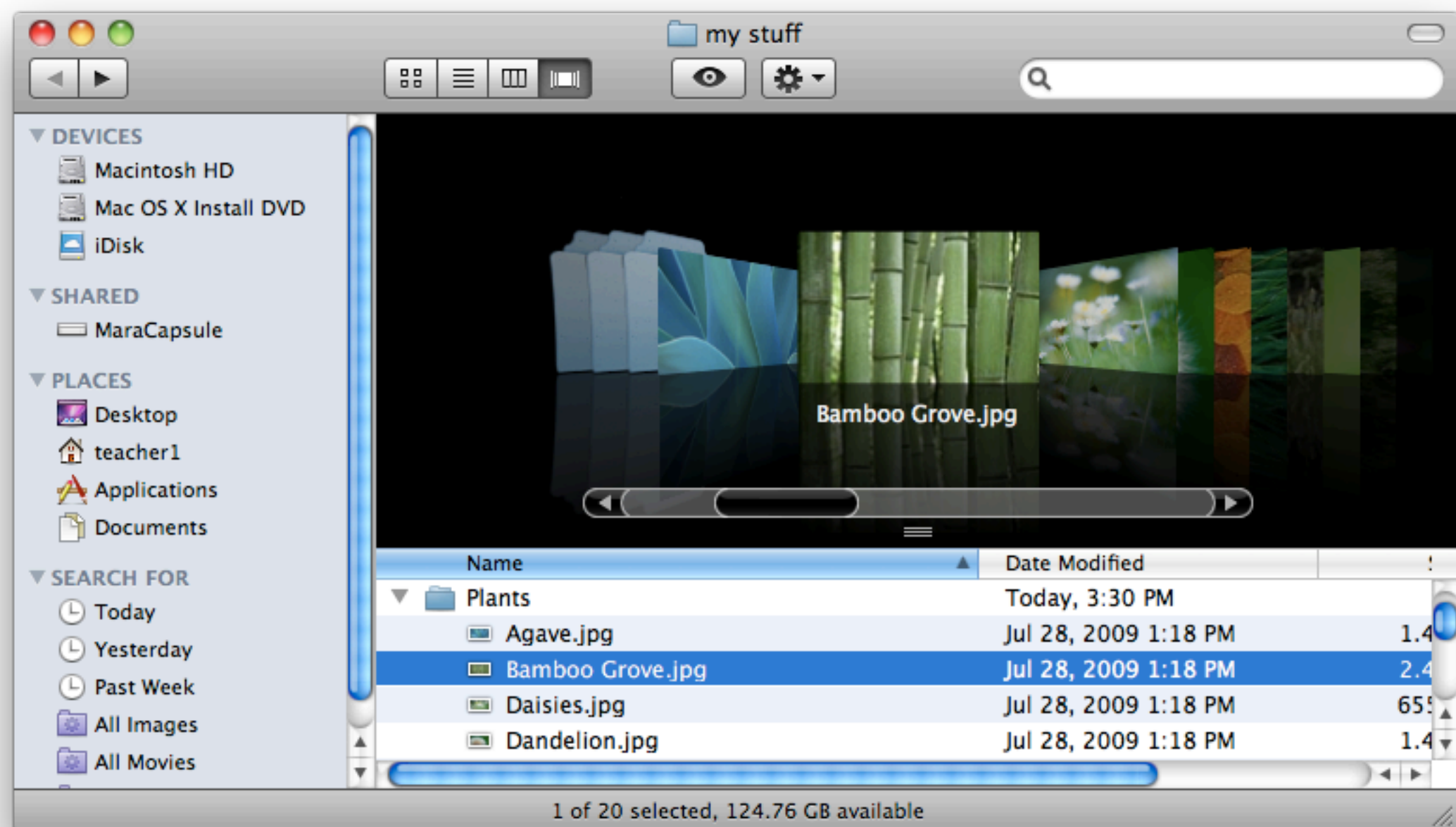
Monday, February 21, 2011

Click on the Triangle to show the contents of a folder



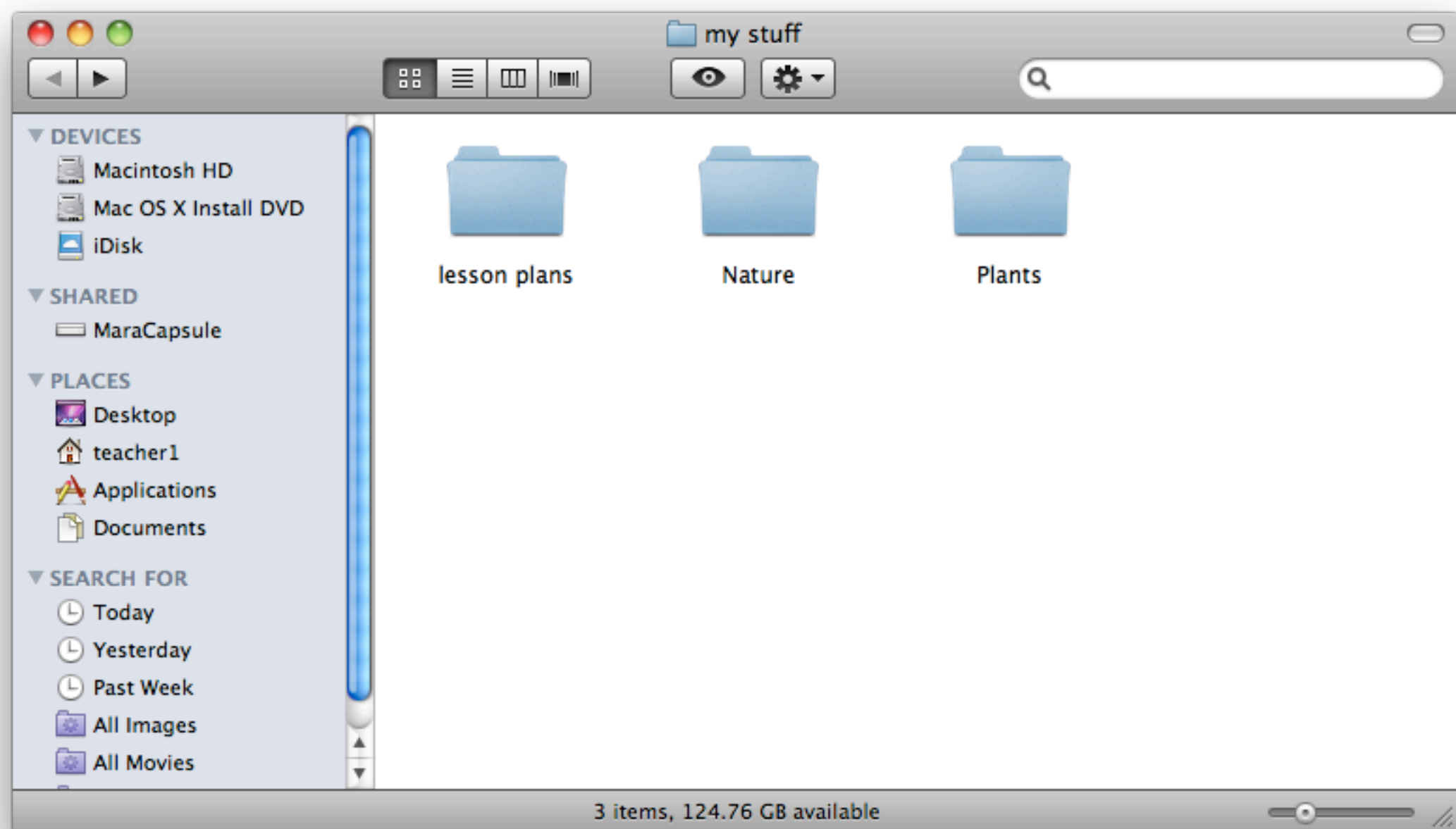
Monday, February 21, 2011

Click plants



Monday, February 21, 2011

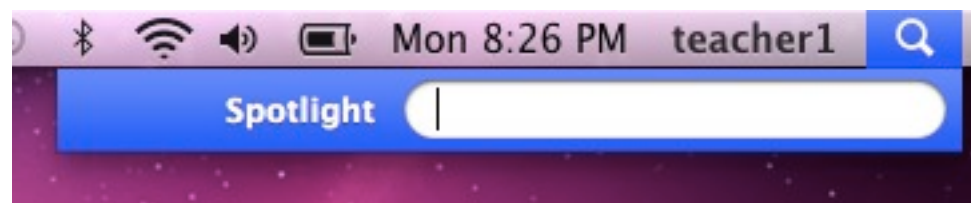
Click Column View, you'll be able to preview the pictures inside



Monday, February 21, 2011

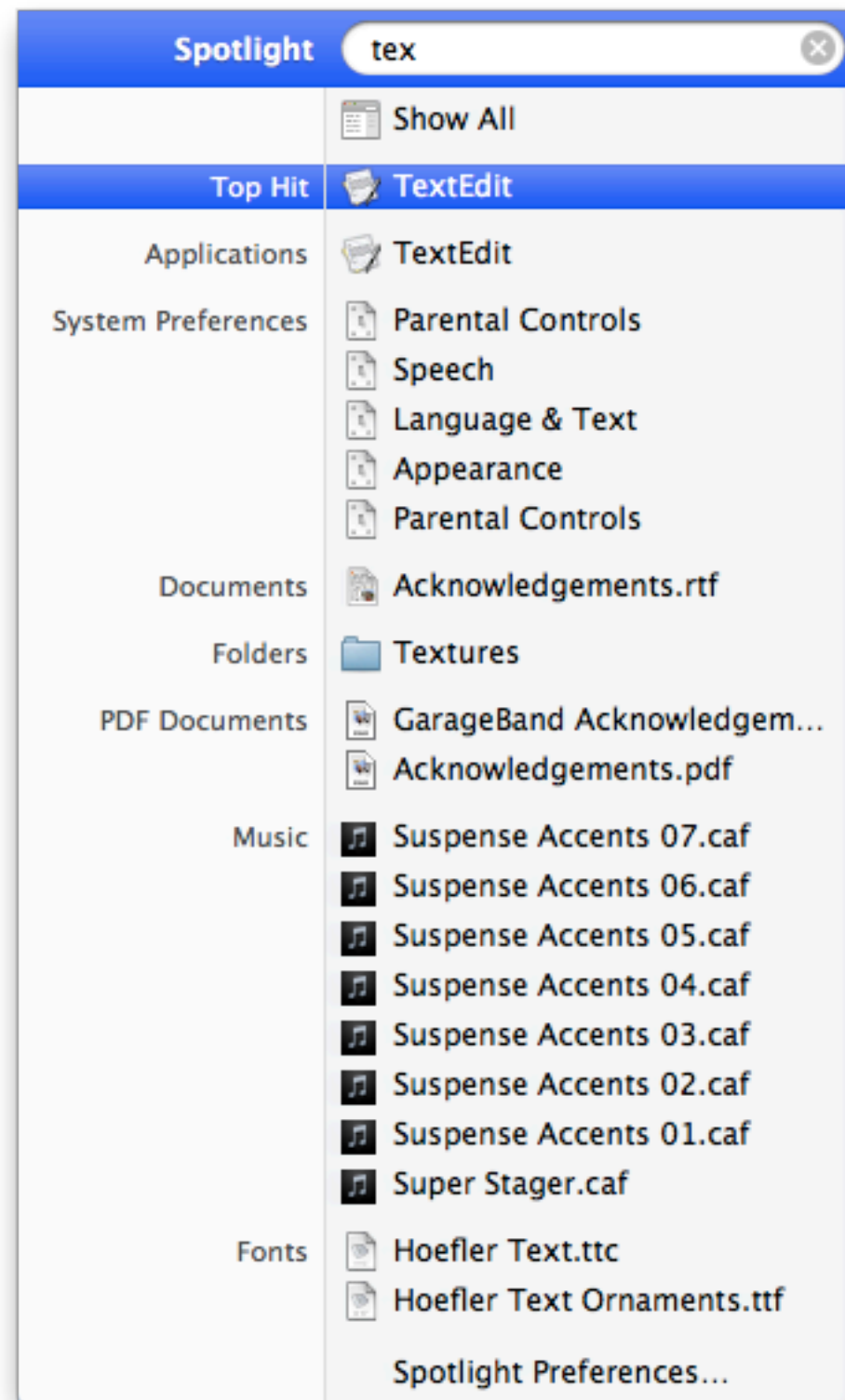
Click icon view again

Create New File



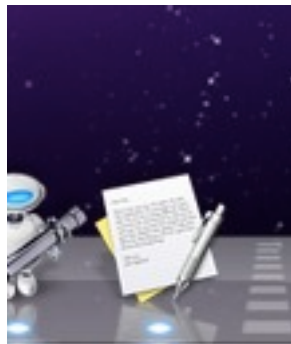
Monday, February 21, 2011

Press Command-Space to show the Spotlight menu



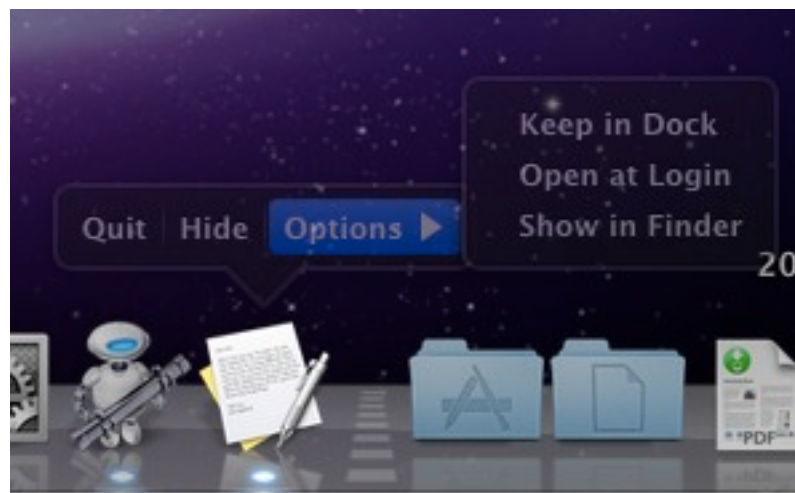
Monday, February 21, 2011

Type in t e x and TextEdit should be displayed as the Top Hit, press Return



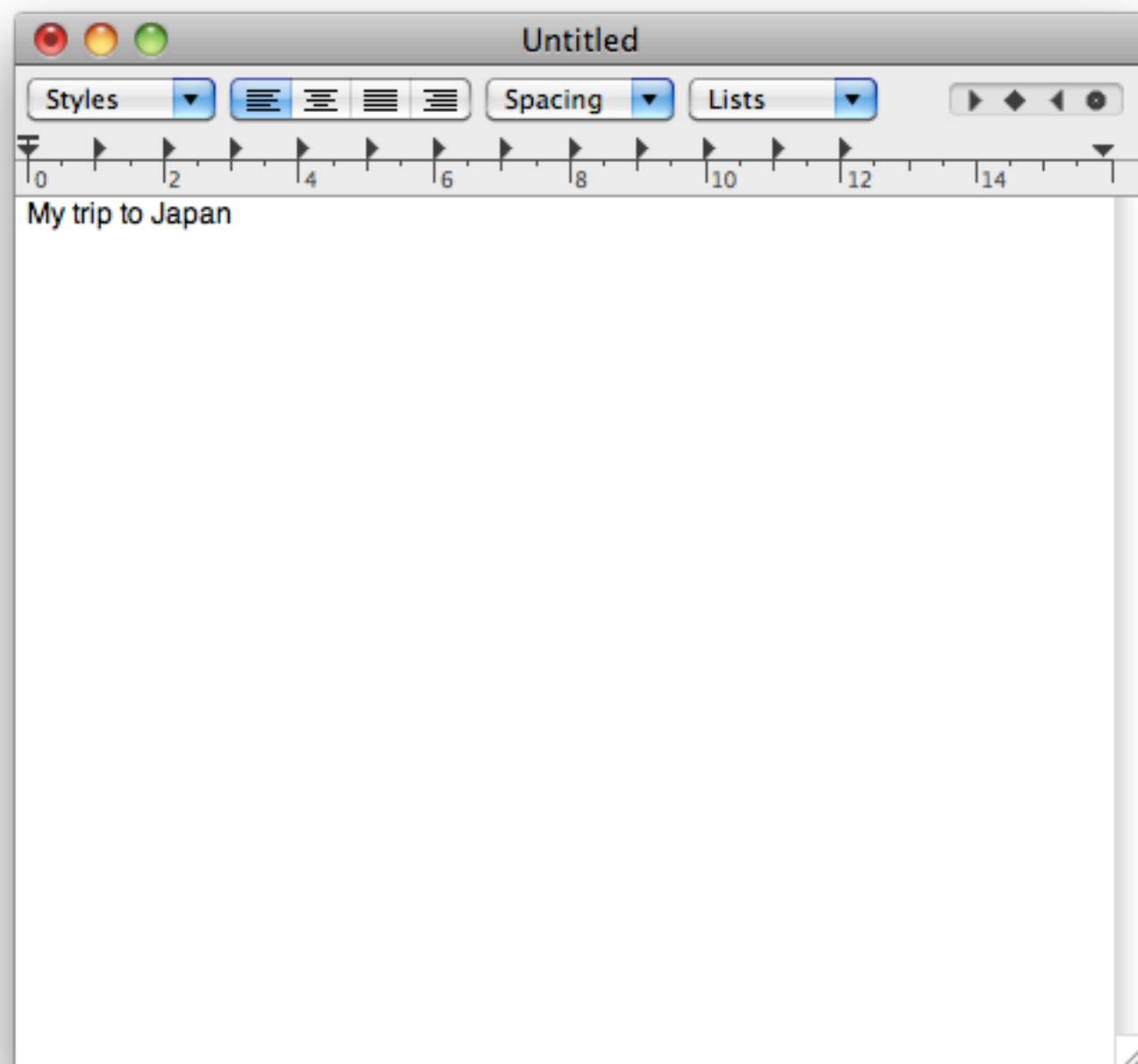
Monday, February 21, 2011

TextEdit launches. You'll see a blue light under the TextEdit icon.



Monday, February 21, 2011

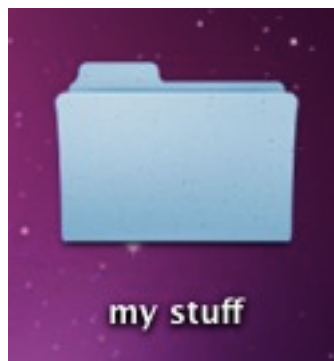
If you click and hold on TextEdit then you will see a menu, choose Keep in Dock so that the TextEdit icon is always in the Dock



Monday, February 21, 2011

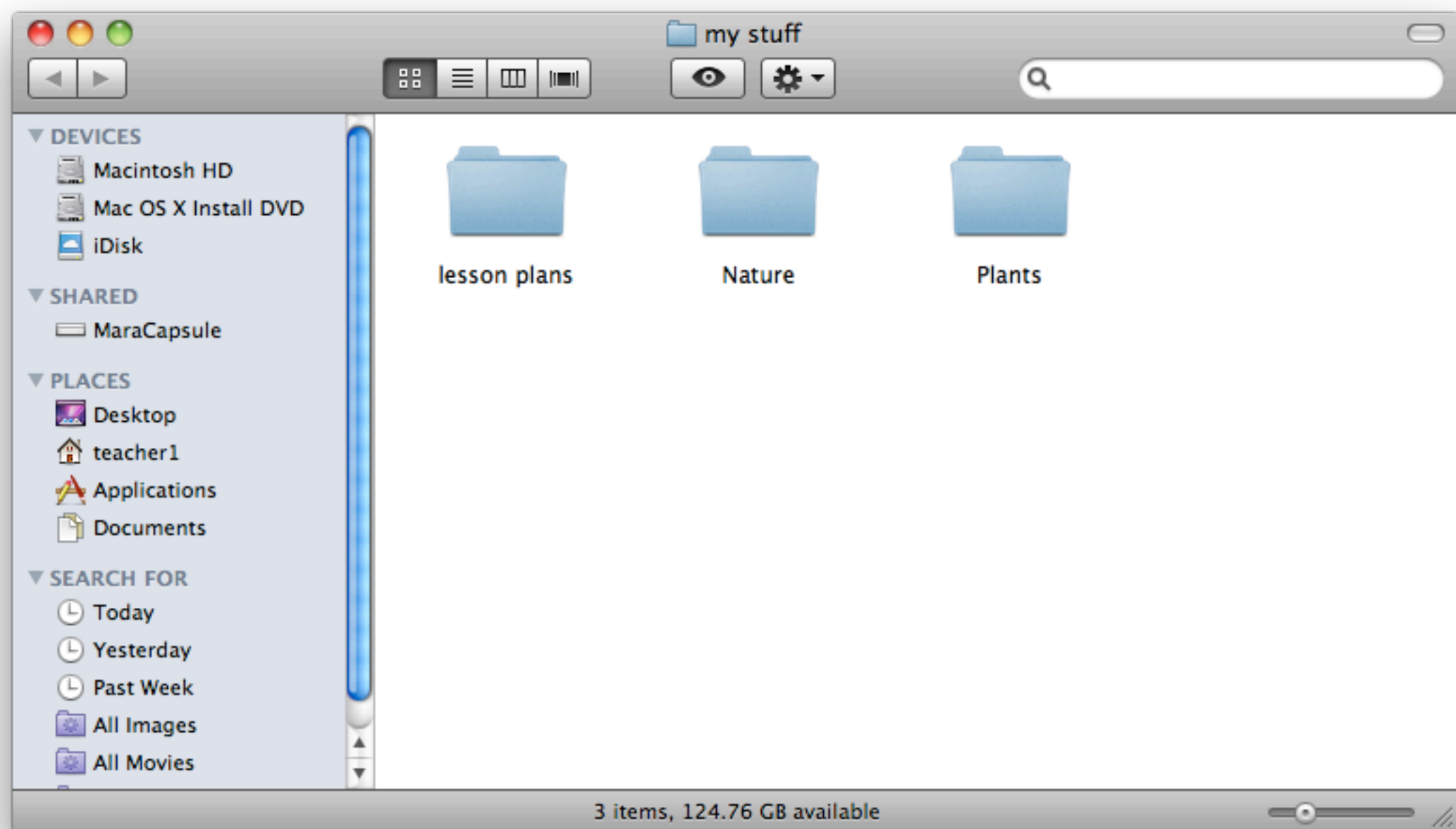
Type in a few sentences. You can try the following keyboard shortcuts.

Command-X	Cut
Command-V	Paste
Command-C	Copy
delete	Backspace
fn-delete	Delete



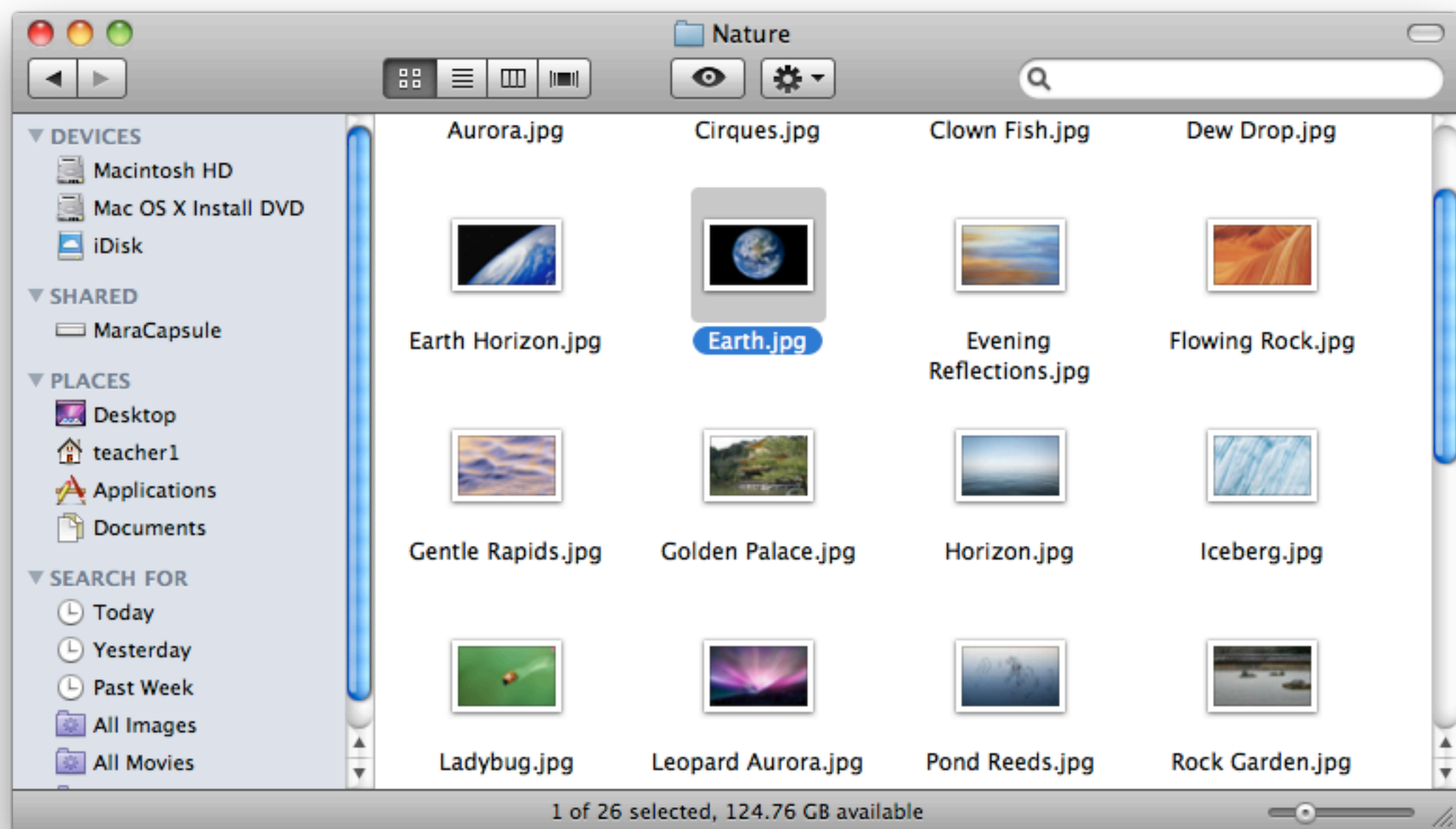
Monday, February 21, 2011

Click on the Desktop and locate the my stuff folder



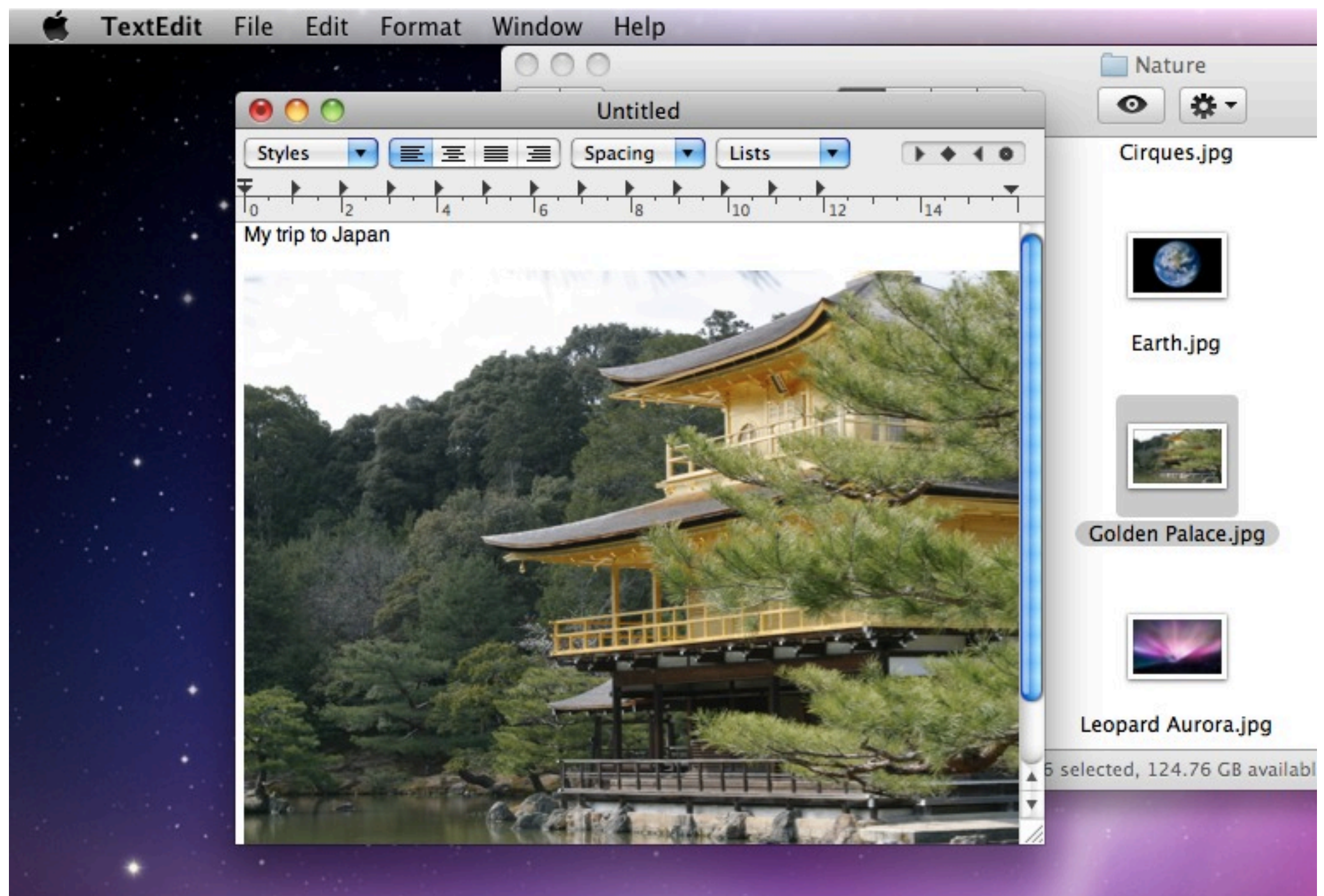
Monday, February 21, 2011

Open the my stuff folder



Monday, February 21, 2011

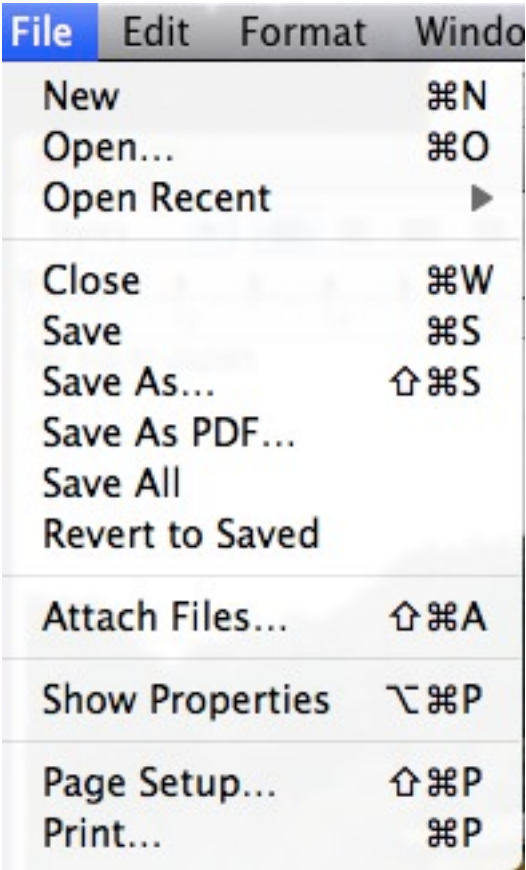
Open the nature folder



Monday, February 21, 2011

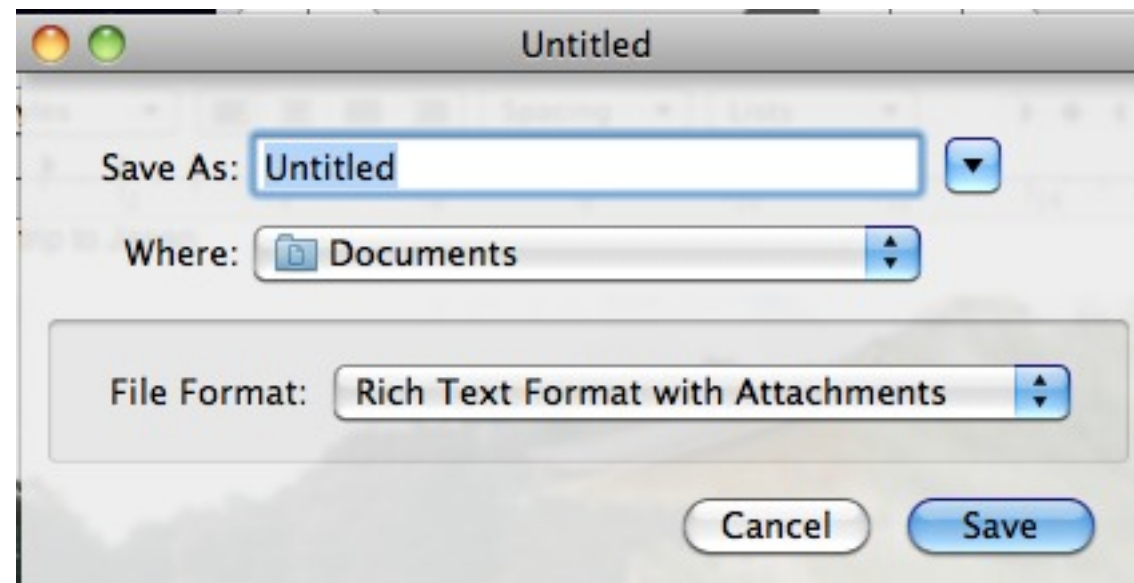
Drag a picture from the Nature folder into the TextEdit document

Save New File



Monday, February 21, 2011

Choose Save from the File menu



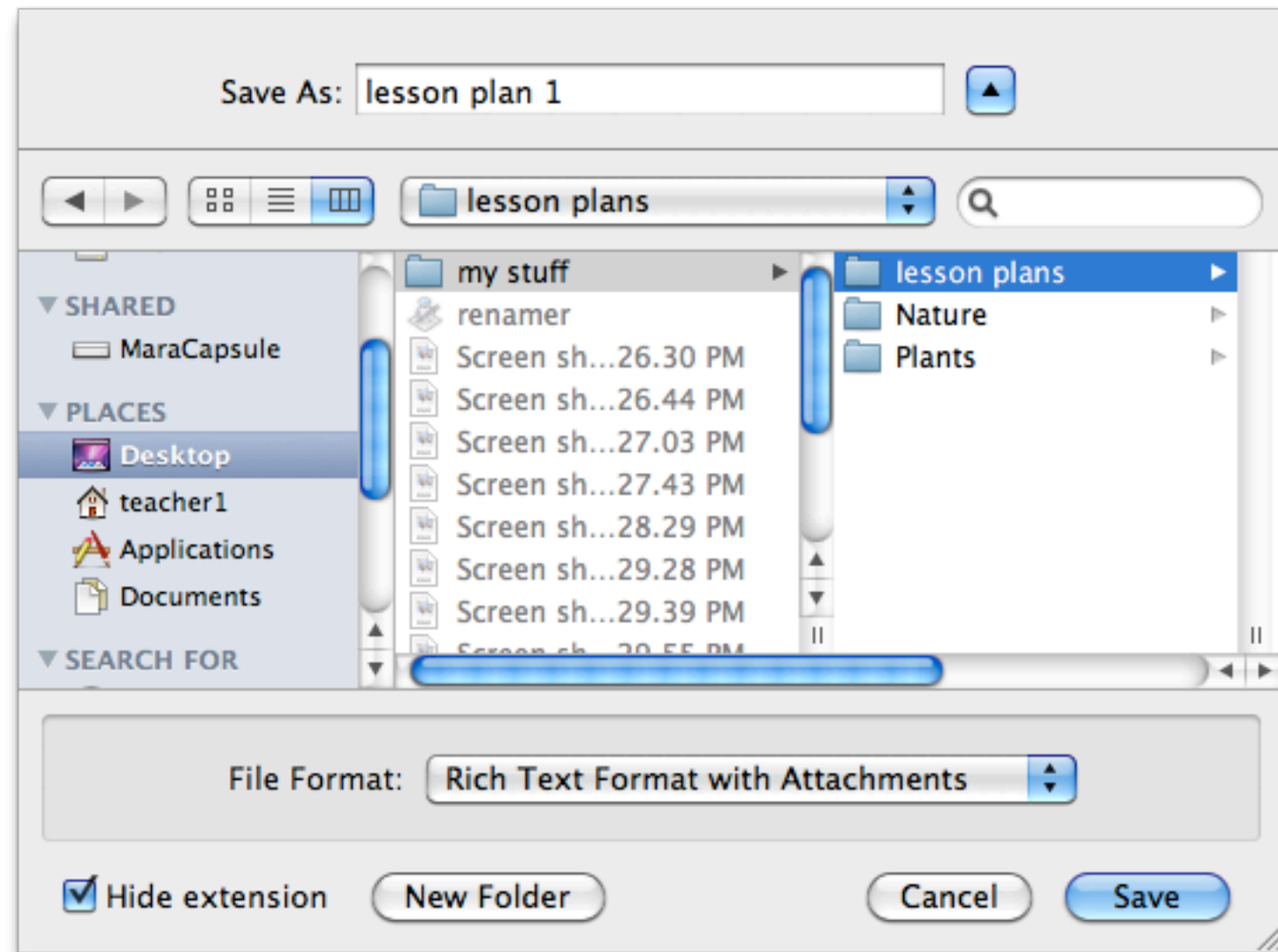
Monday, February 21, 2011

Change the name to lesson plan 1



Monday, February 21, 2011

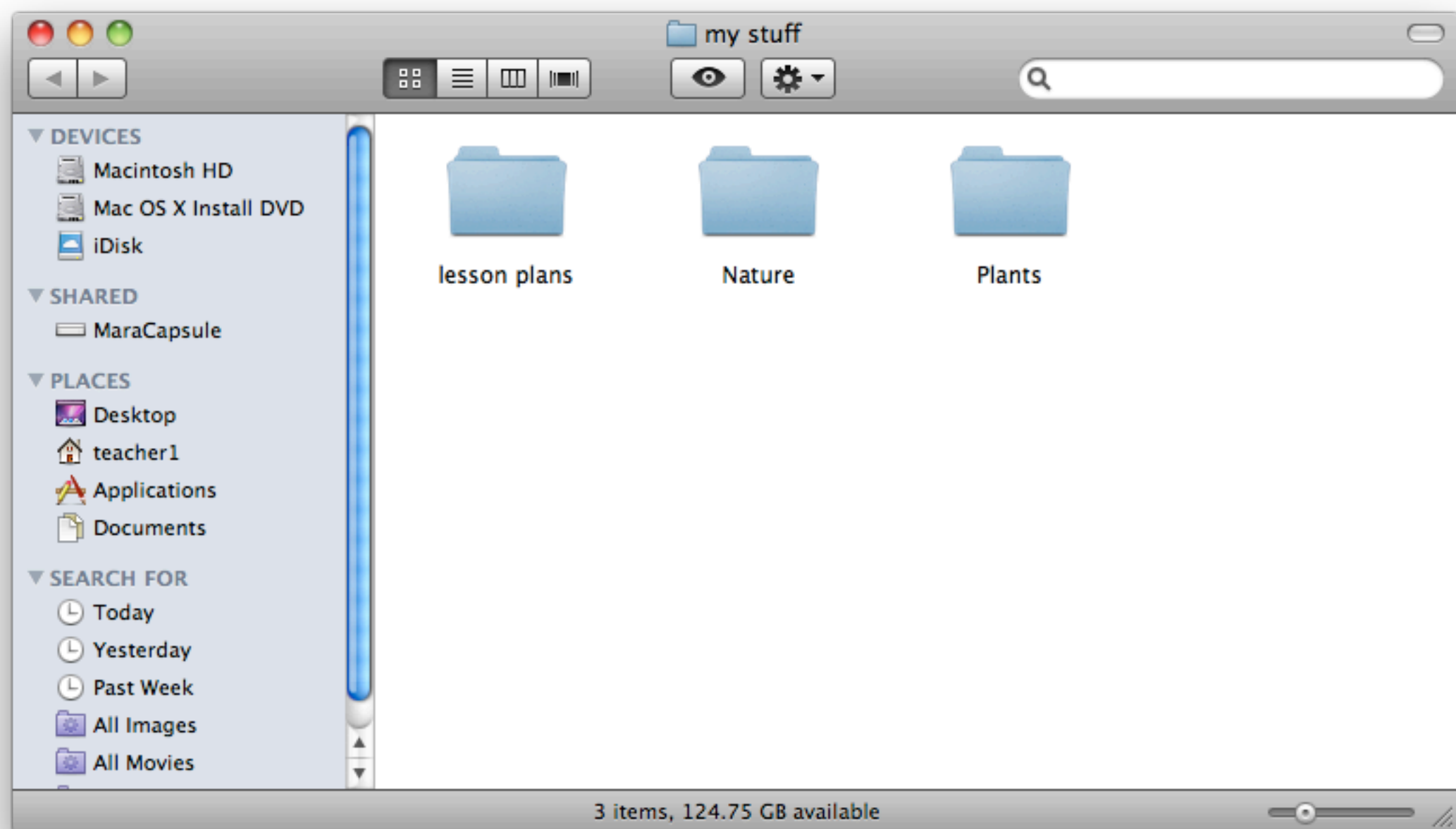
Click on the black triangle in the blue box to expand it



Monday, February 21, 2011

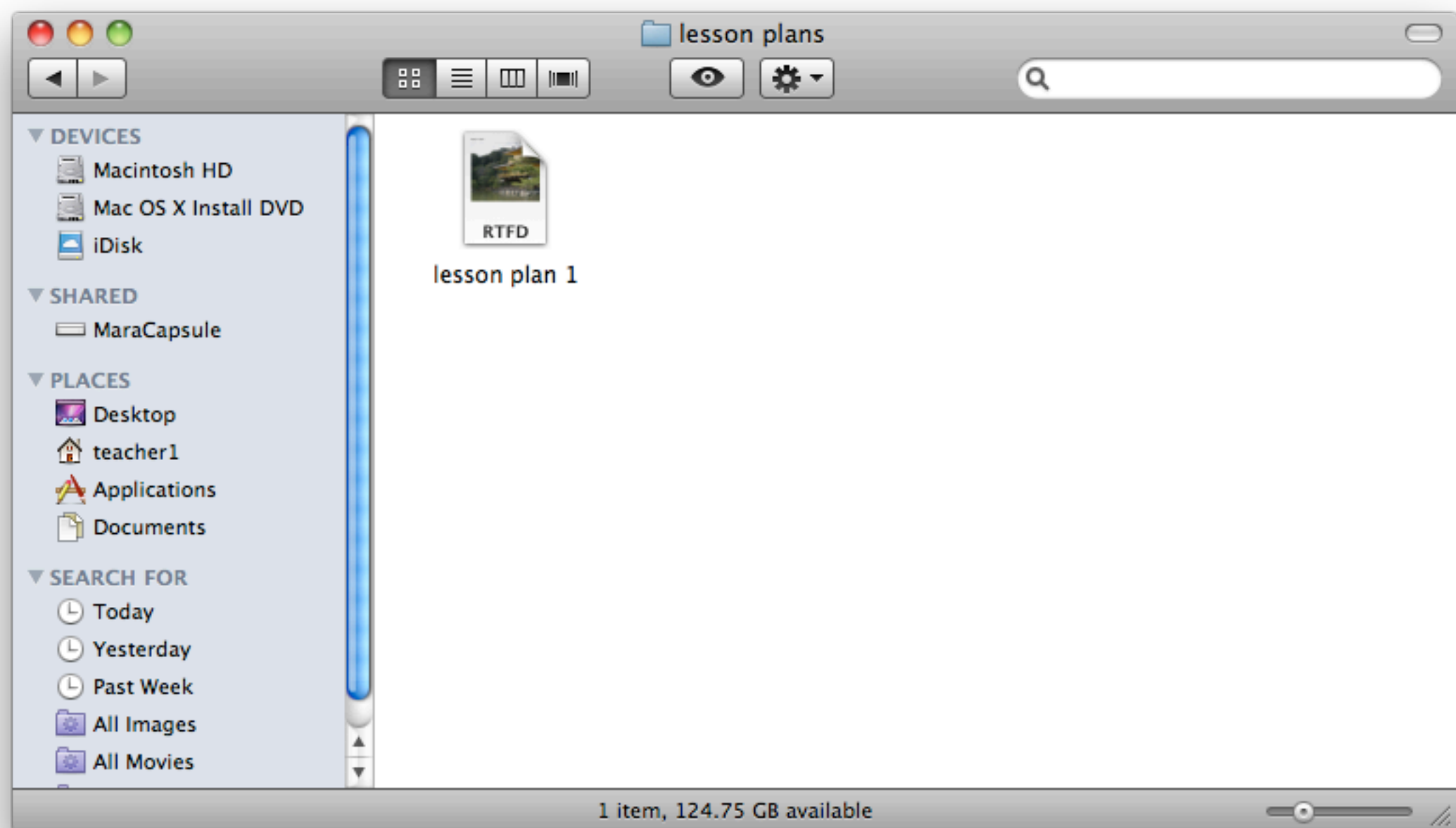
Choose Desktop, then click my stuff, then click lesson plans

Click Save



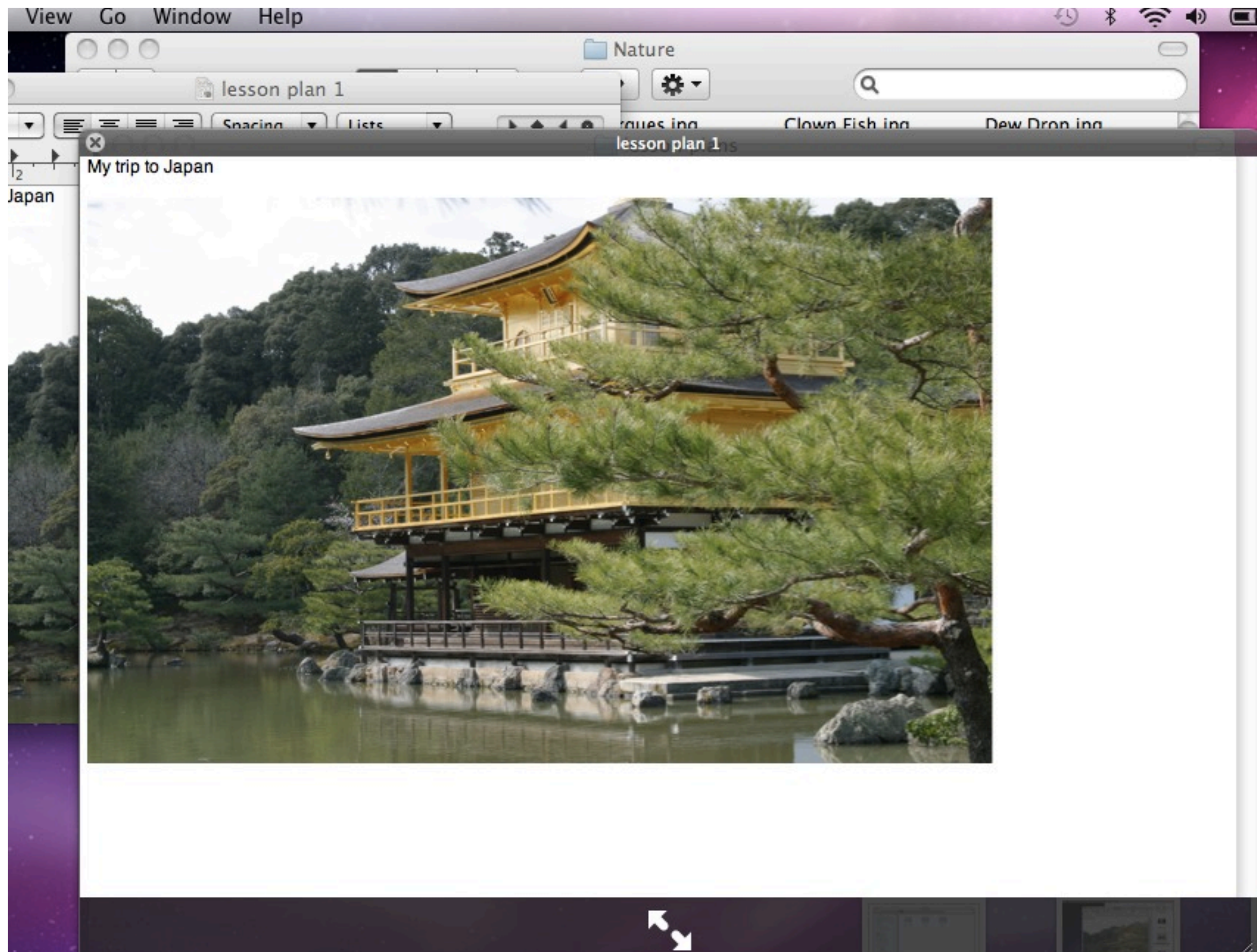
Monday, February 21, 2011

Open the lesson plans folder



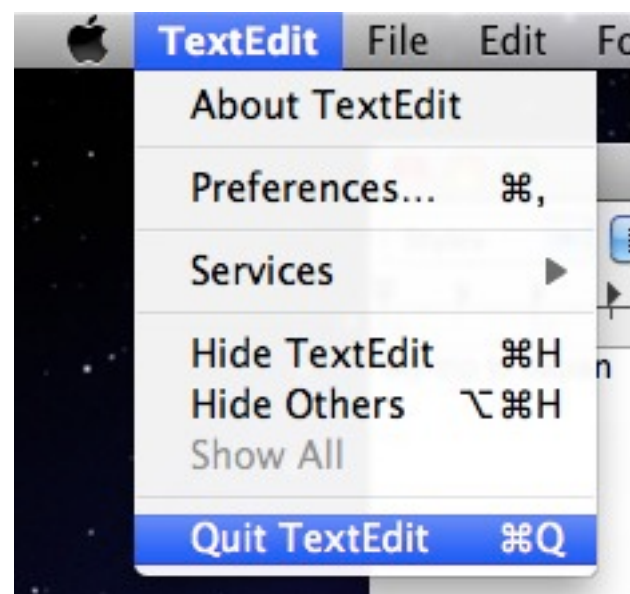
Monday, February 21, 2011

You can see the file there



Monday, February 21, 2011

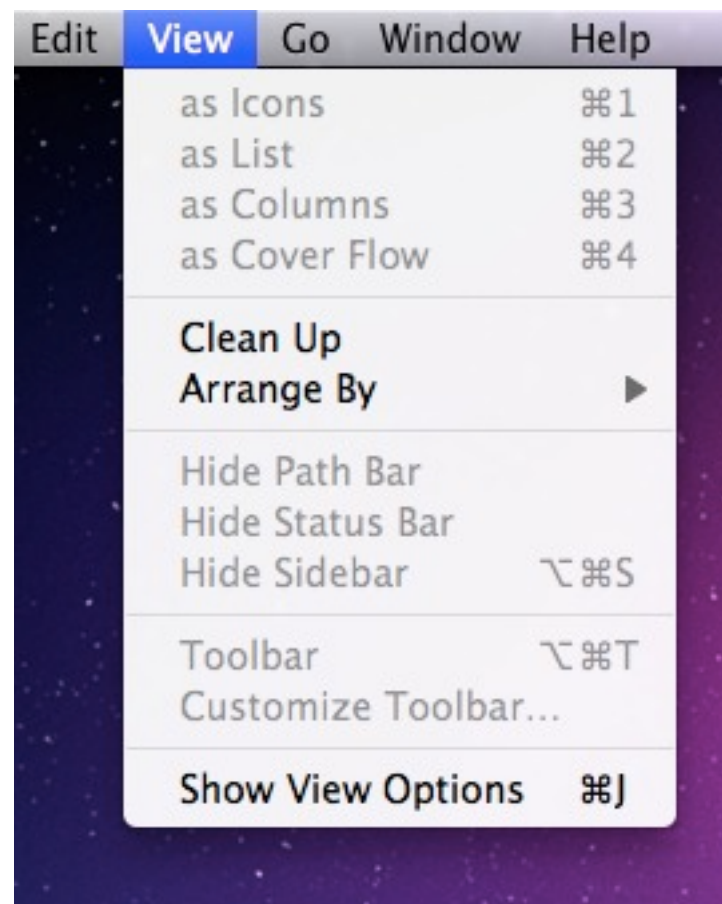
click on the file (don't double click) and press space bar to preview it. this is called Quick Look



Monday, February 21, 2011

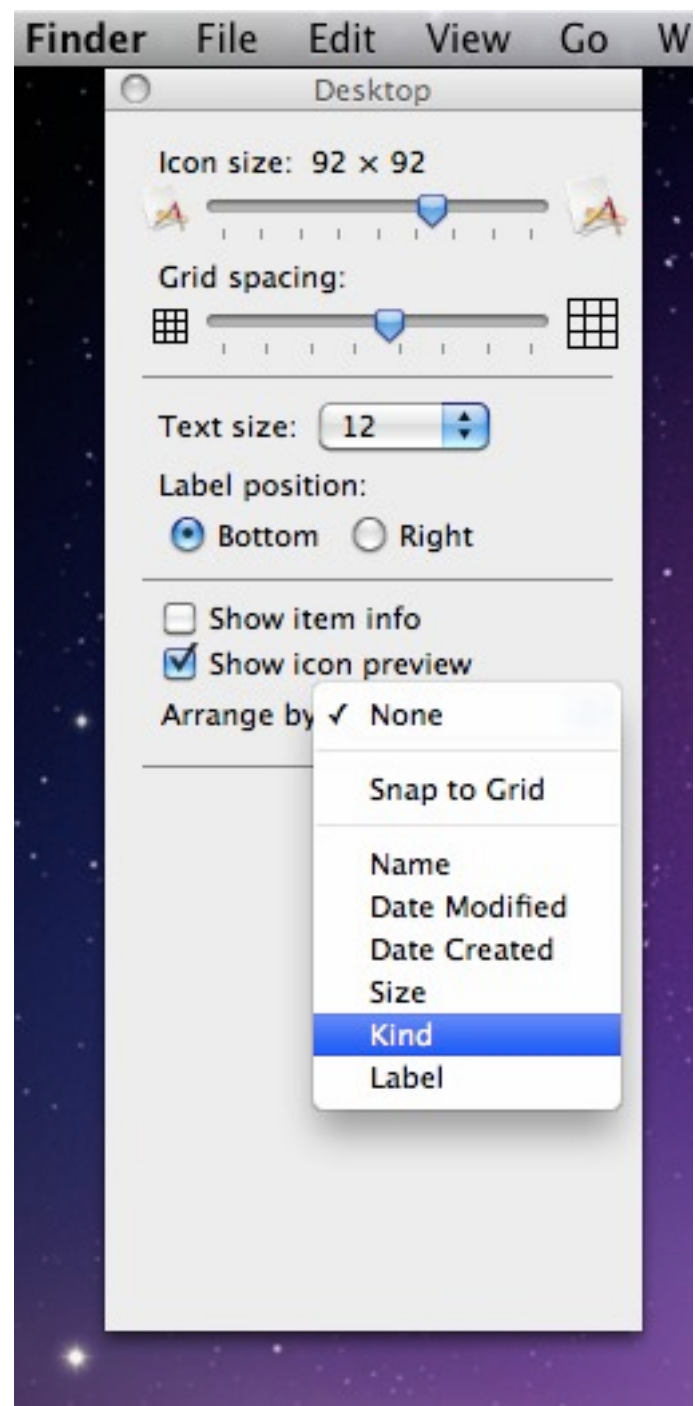
Choose Quit from the TextEdit menu

Arrange Files



Monday, February 21, 2011

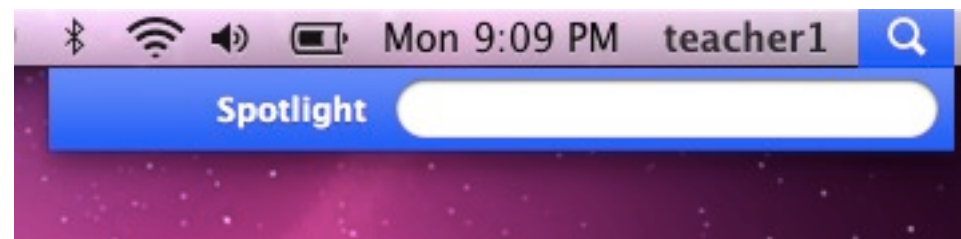
Close all windows. Choose Show View Options from the View menu.



Monday, February 21, 2011

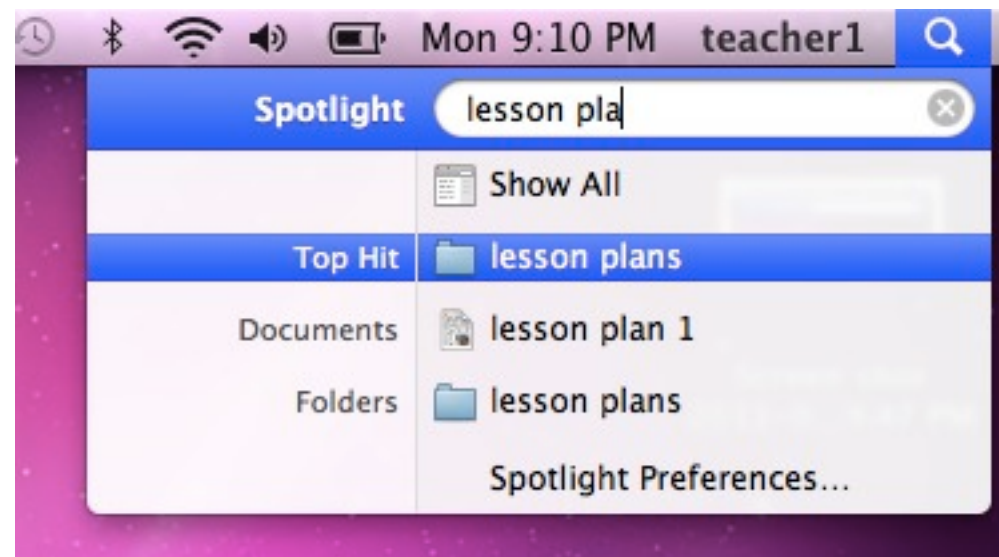
In the Arrange by pop up menu, choose Kind. You can change other parameters as well.

Find Files



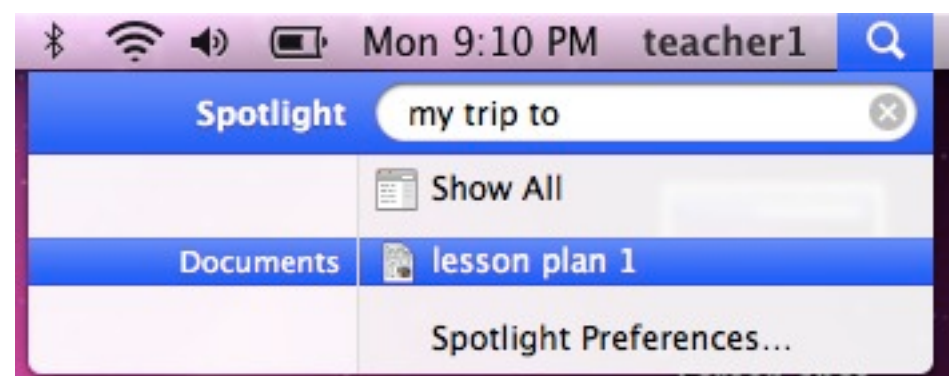
Monday, February 21, 2011

Press Command-Space to enable Spotlight



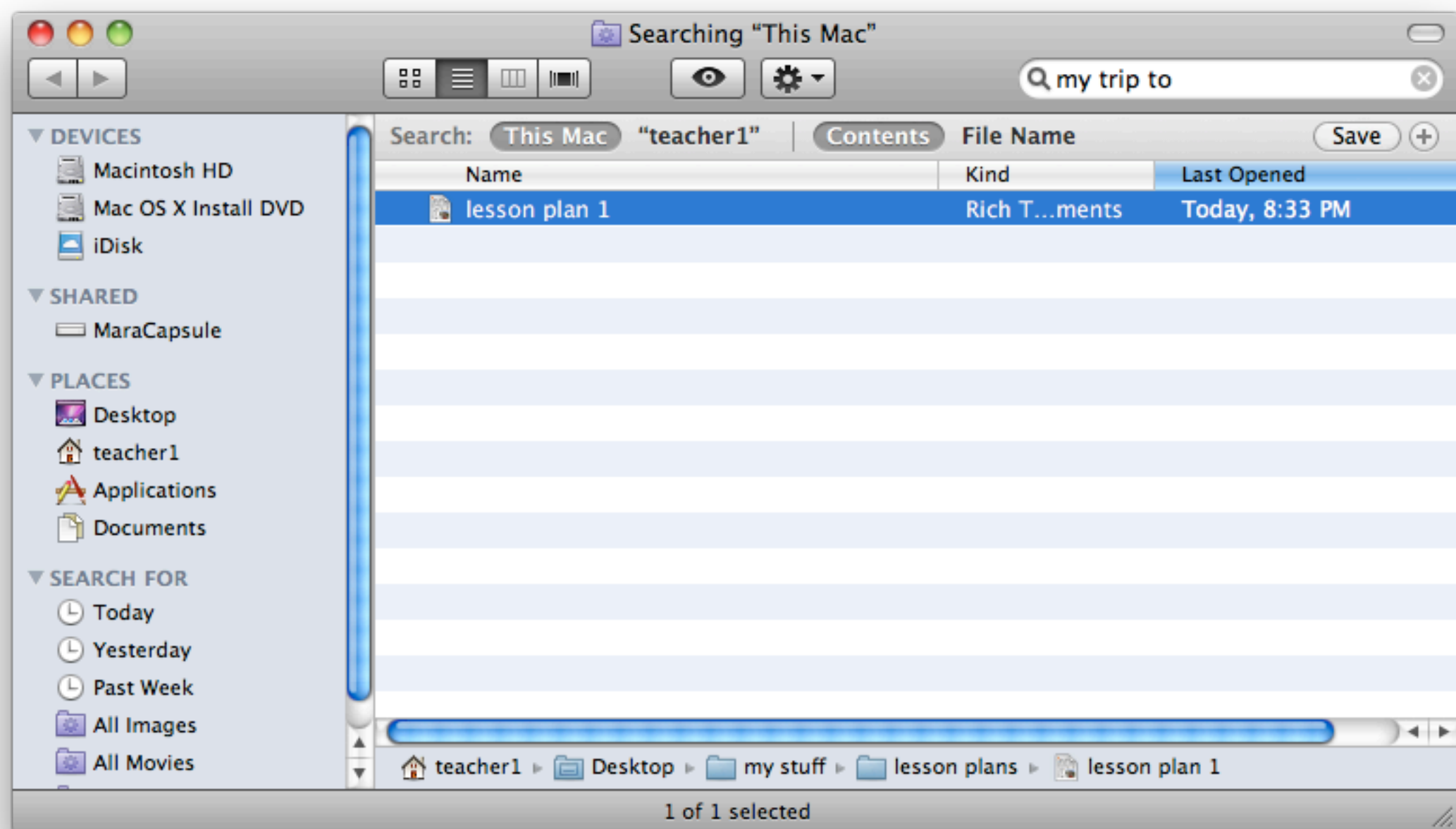
Monday, February 21, 2011

Search for lesson plan
It will be displayed while you are typing the name



Monday, February 21, 2011

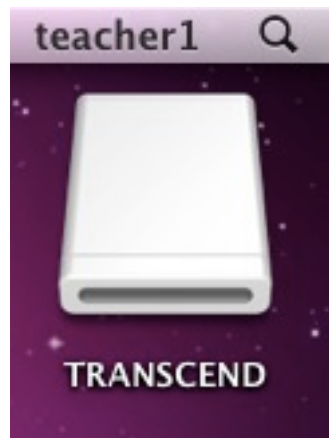
If you type in the words in that document, it will display the file
Click Show all



Monday, February 21, 2011

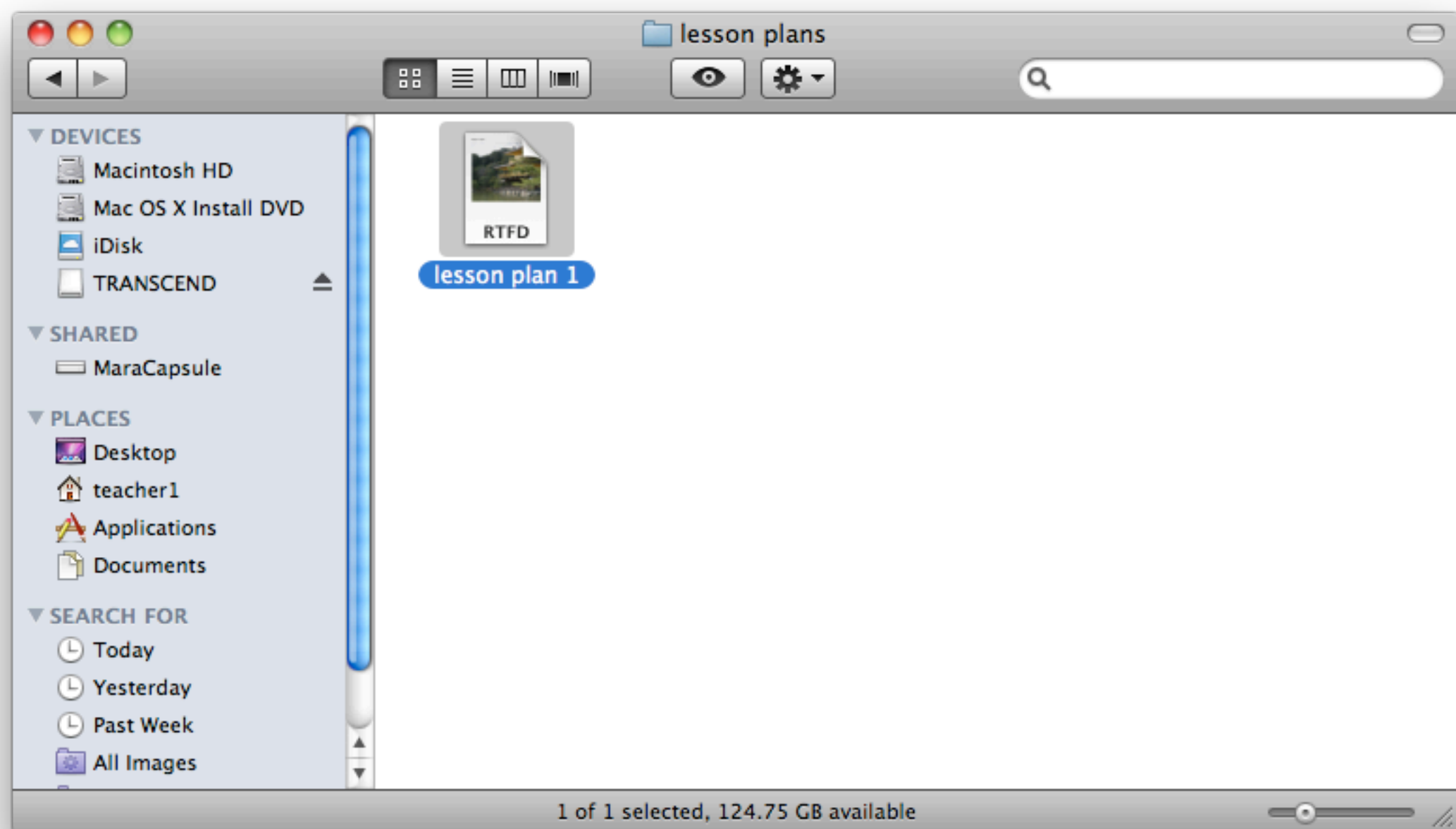
Click the file to show it's location

Copy to thumbdrive



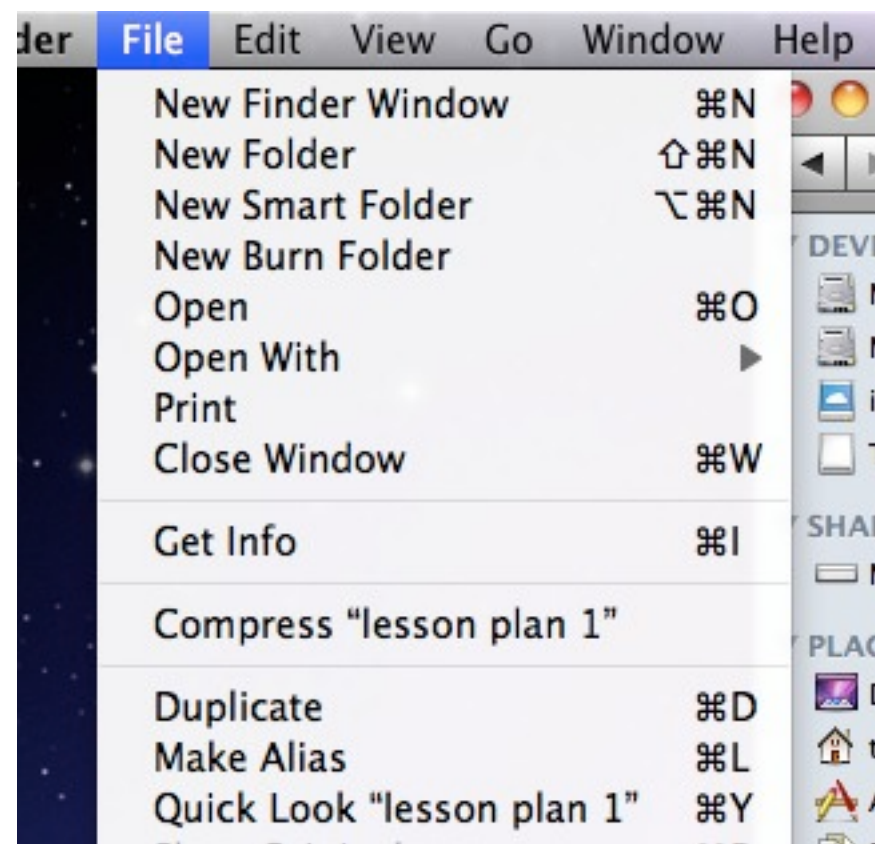
Monday, February 21, 2011

Plug in thumbdrive, it will appear on the Desktop



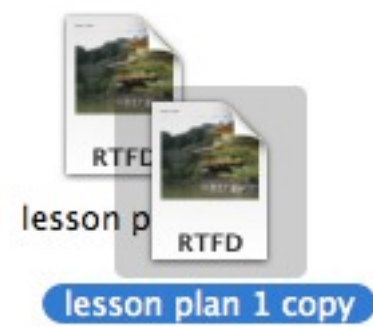
Monday, February 21, 2011

Open lesson plans folder and click on lesson plan 1



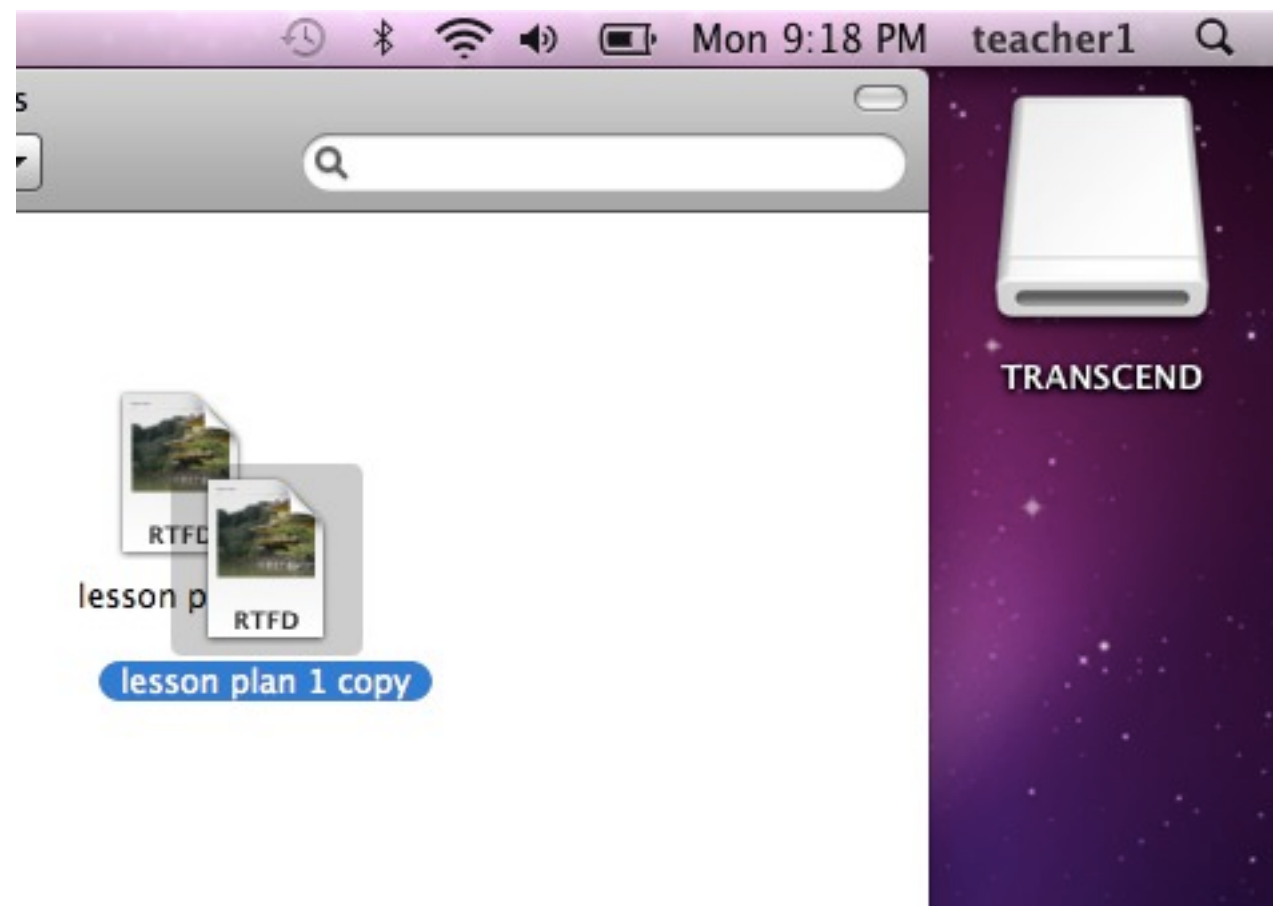
Monday, February 21, 2011

Choose Duplicate from File menu



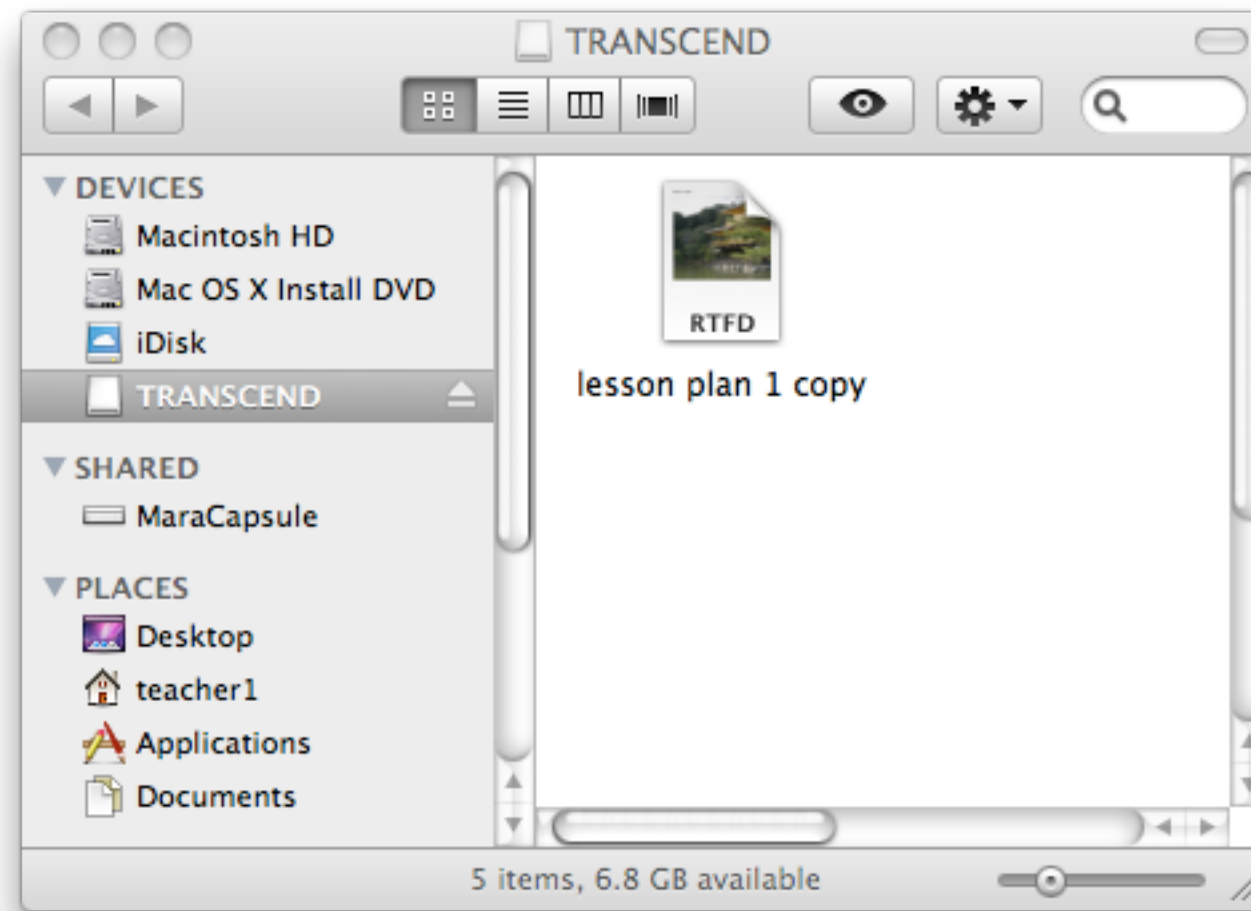
Monday, February 21, 2011

A duplicate is created



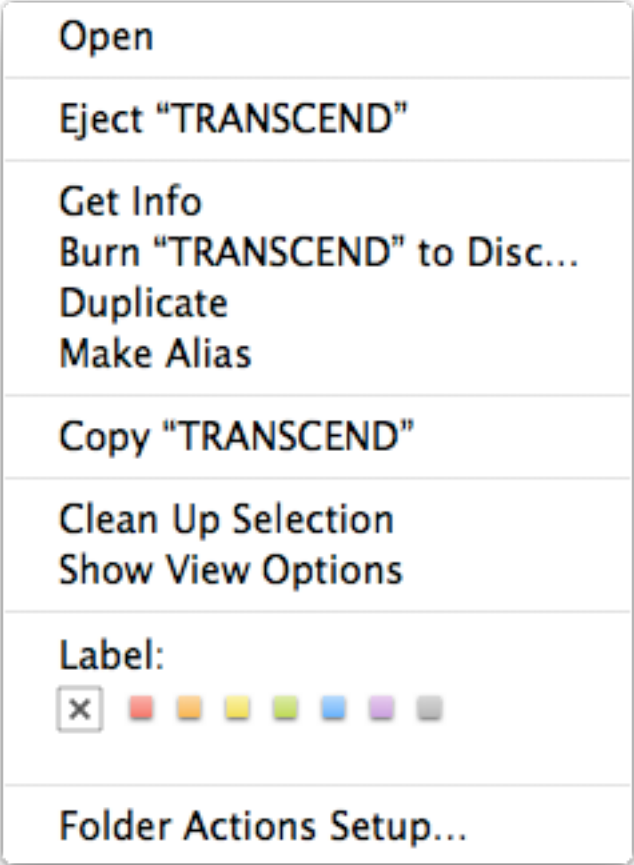
Monday, February 21, 2011

Drag the duplicate into your thumbdrive



Monday, February 21, 2011

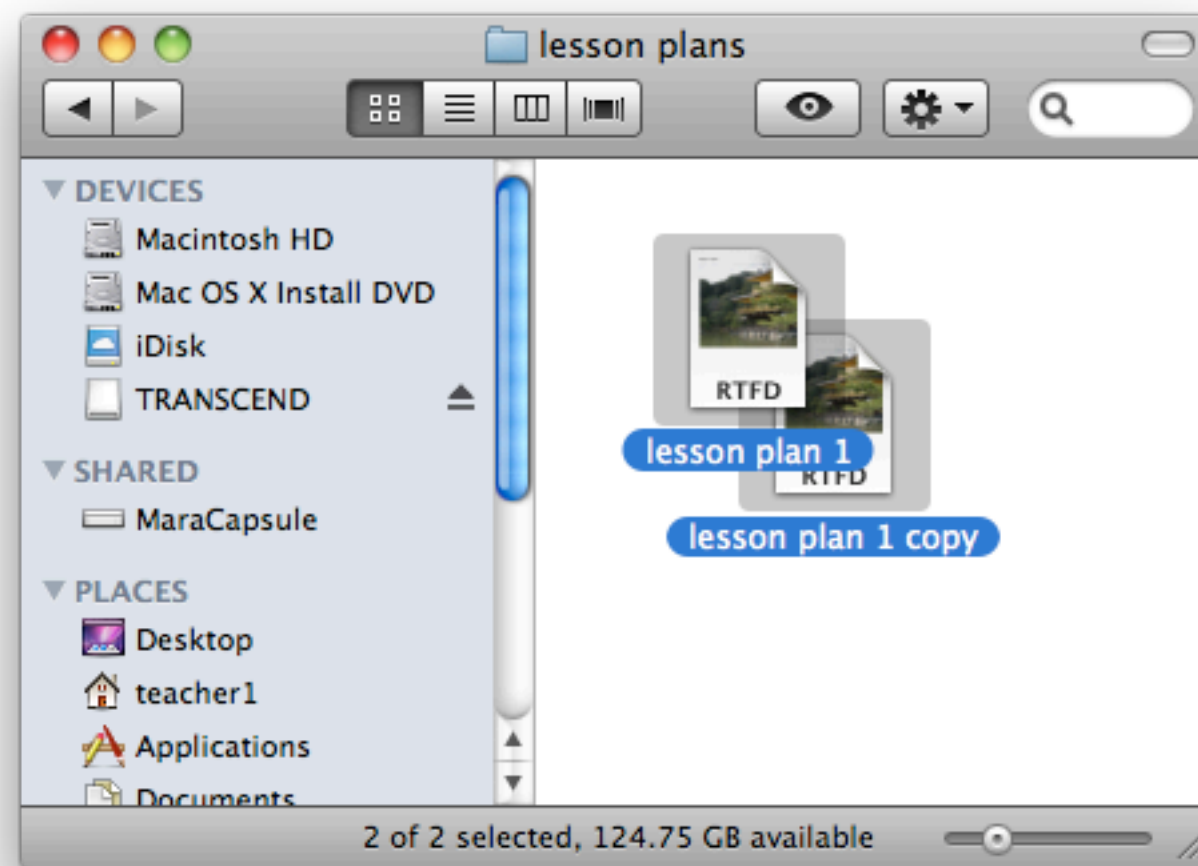
Double-click on thumbdrive to show the file inside



Monday, February 21, 2011

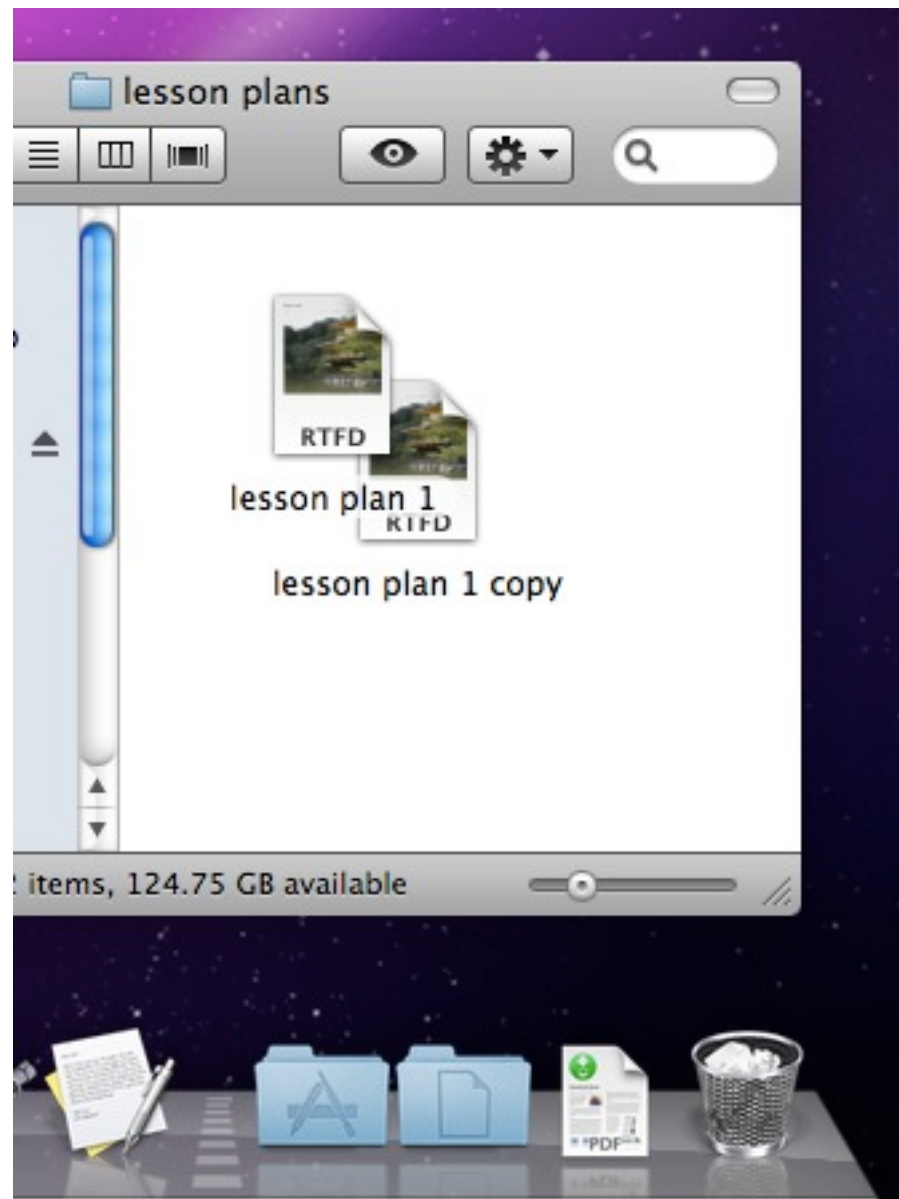
Right-click thumbdrive and choose Eject, then pull out the thumbdrive

Delete files



Monday, February 21, 2011

Find the duplicate lesson plan in the lesson plans folder



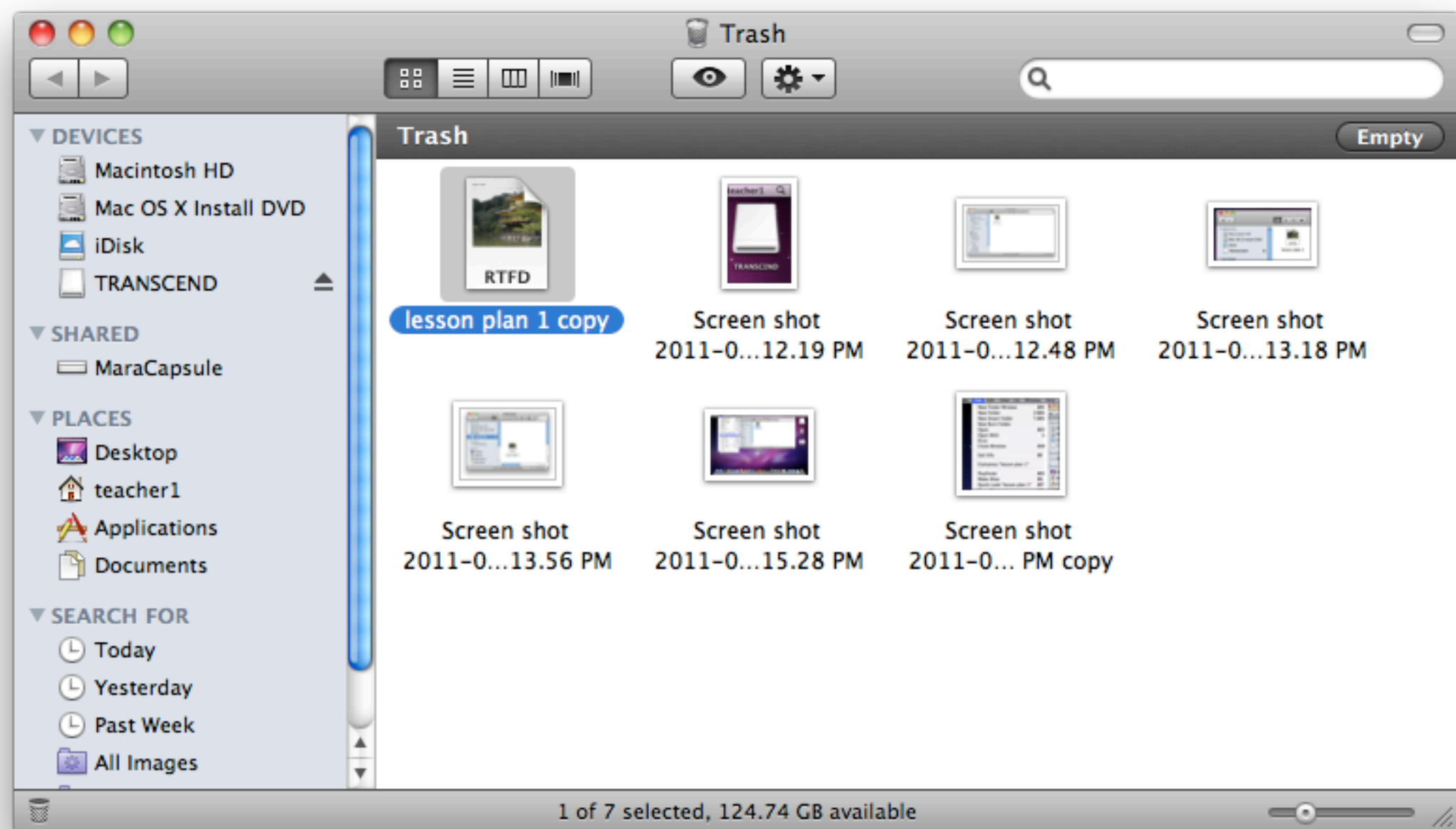
Monday, February 21, 2011

Drag it to the Trash



Monday, February 21, 2011

Choose Empty Trash from the Finder menu



Monday, February 21, 2011

If you put things into the Trash by accident, click Trash and drag it back out

Install Printer

Software & Firmware Downloads | Samsung Product Support & Service Center

◀ ▶

+

http://www.samsung.com/us/support/downloads/CLP-510N

↻

Q Google

Apple | Yahoo! | Google Maps | YouTube | Wikipedia | News (10) ▾ | Popular ▾








Find It ▶

For non-US products, [click here](#).

Download Center for **CLP-510N**

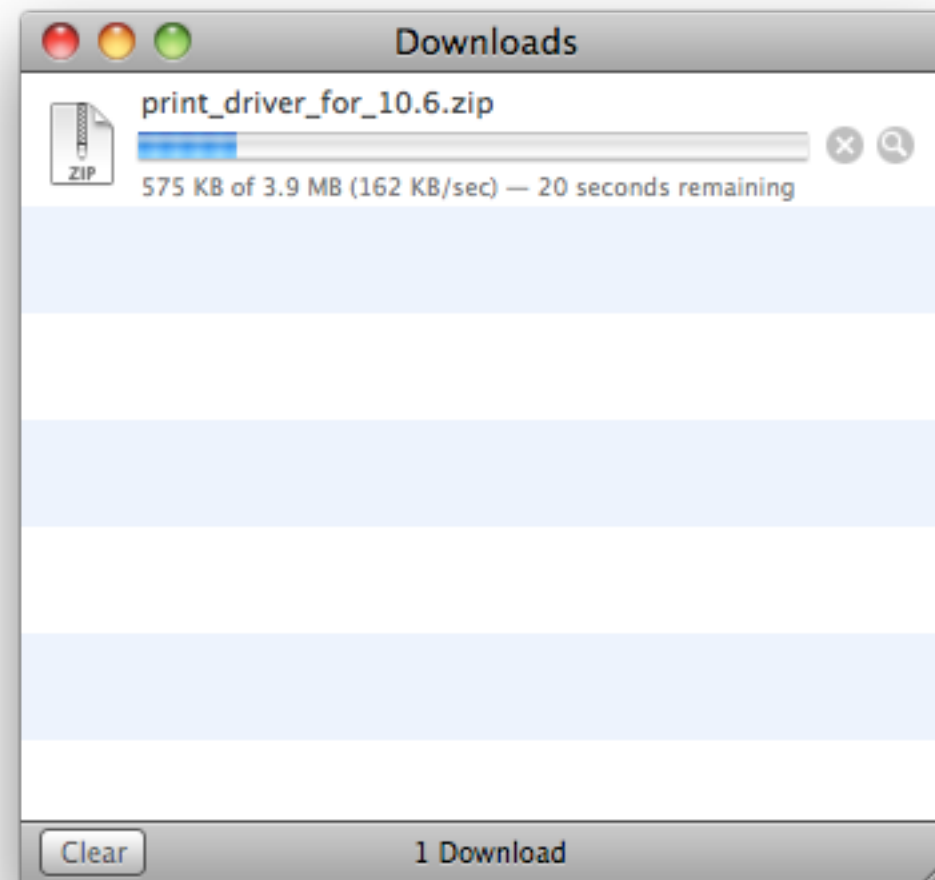
Manuals | Driver | Software

---All---

OS	ReleaseDate	Description	Size (MB)	Language	File
Mac OS 10.3 ~ 10.5	Oct 7, 2009	Print Driver (Driver) (ver.1.07)	0.83	MULTI LANGUAGE	
Mac OS 10.6	Oct 6, 2009	Print Driver (Driver) (ver.3.00)	3.86	MULTI LANGUAGE	
Win 2000/XP/2003/Vista/2008/WinOct 31, 2008 7		Print Driver,(Add Printer) (Driver) (ver.3.04.25)	12.83	MULTI LANGUAGE	
Win 2000/XP/2003/Vista/2008/WinApr 2, 2010 7(32,64bit)		Universal Print Driver (Driver) (ver.2.02.05.00:25)	20.66	MULTI LANGUAGE	
Win 98/ME/2K/XP/2003	Apr 2, 2007	Print Driver,GDI (Driver) (ver.2.32)	15.39	MULTI LANGUAGE	
Win 98/ME/2K/XP/2003	Oct 31, 2008	Status monitor (Driver) (ver.1.31)	56.36	MULTI LANGUAGE	
Win Vista/2008/Win 7	Oct 20, 2009	Print Driver,GDI (Driver) (ver. 3.03.01:02)	30.04	MULTI LANGUAGE	

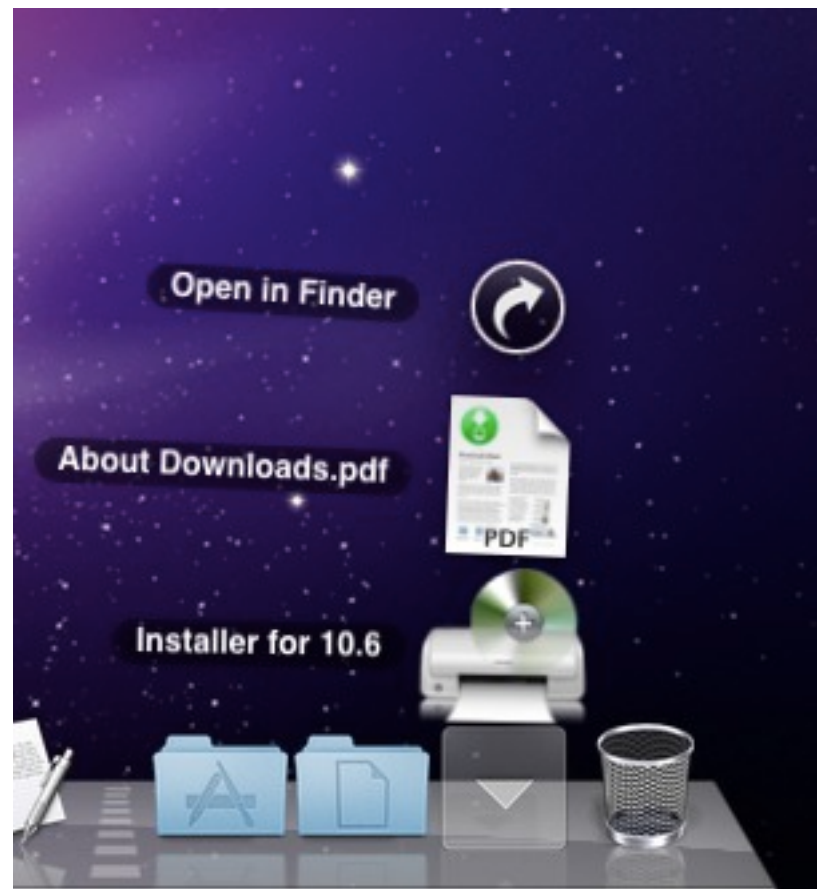
Monday, February 21, 2011

The Mac can autodetect most printers, but if your printer doesn't work you will need to download the driver from the Internet first



Monday, February 21, 2011

Wait for the download to complete



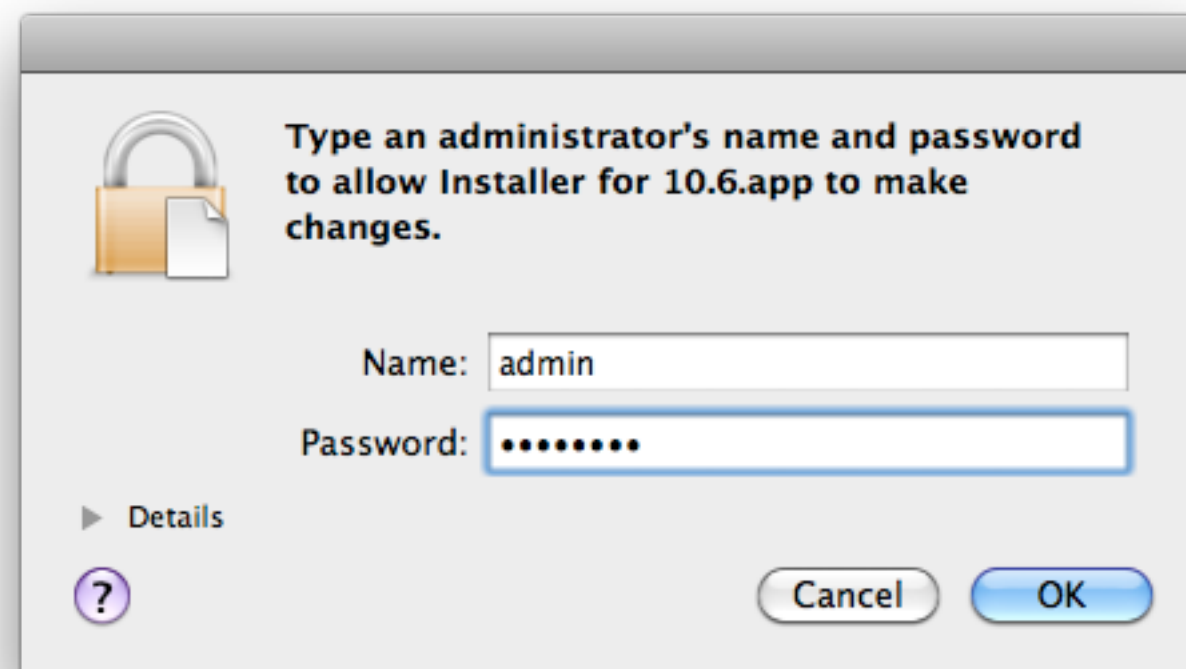
Monday, February 21, 2011

Click Downloads in the Dock, you will see the printer driver there. Click it.



Monday, February 21, 2011

Click Open



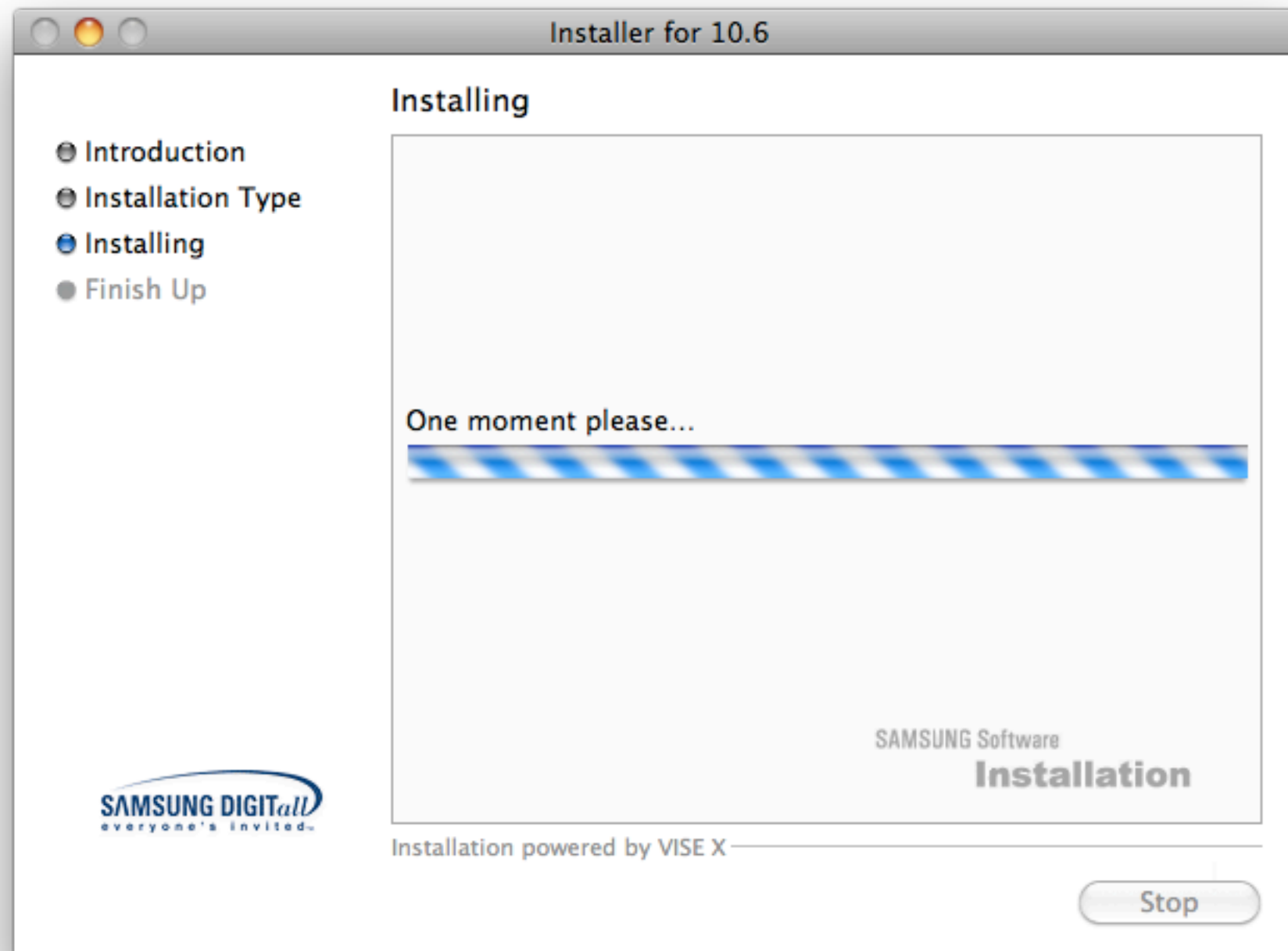
Monday, February 21, 2011

Type in your admin username and password, and click OK



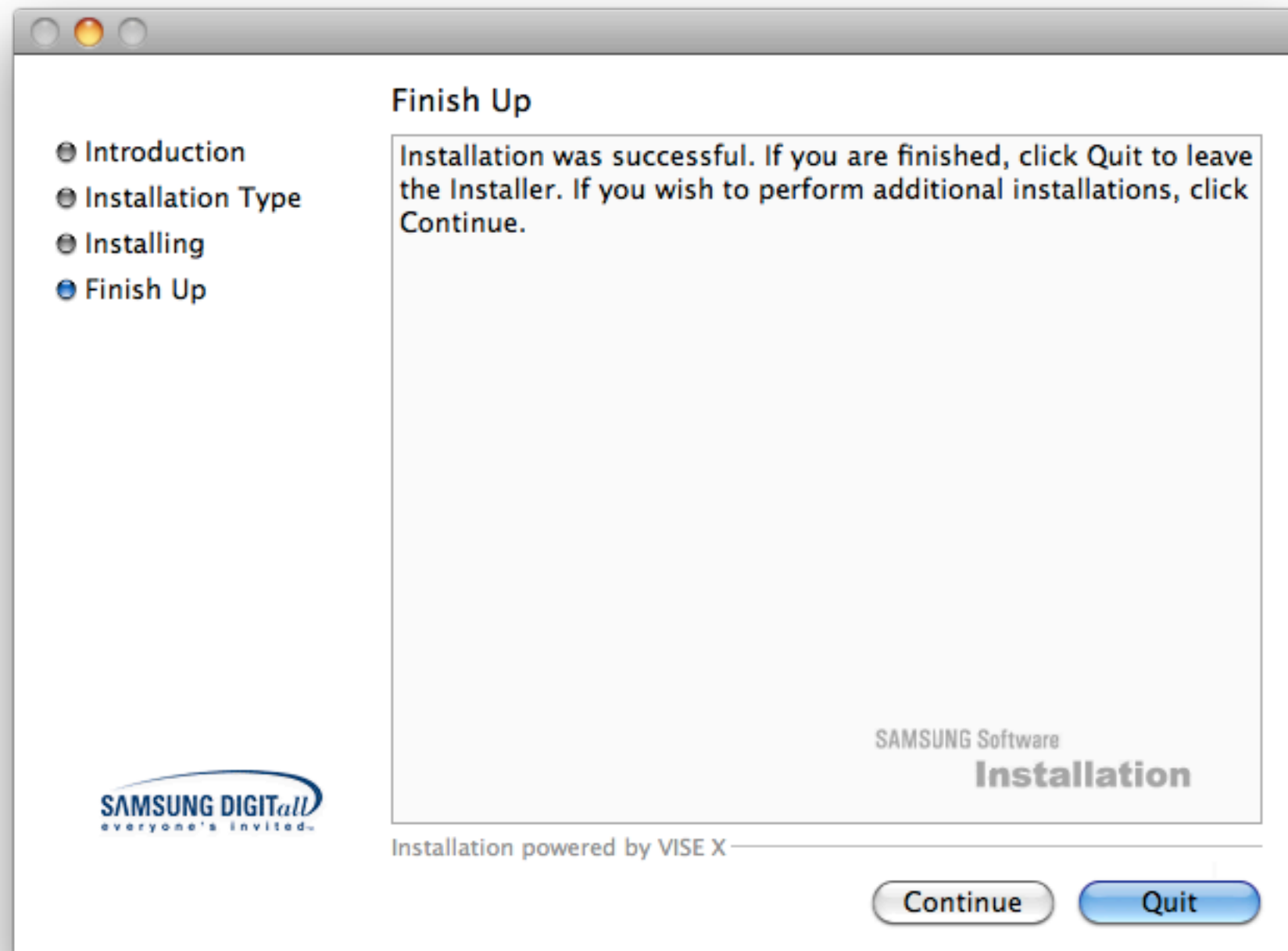
Monday, February 21, 2011

Click Continue



Monday, February 21, 2011

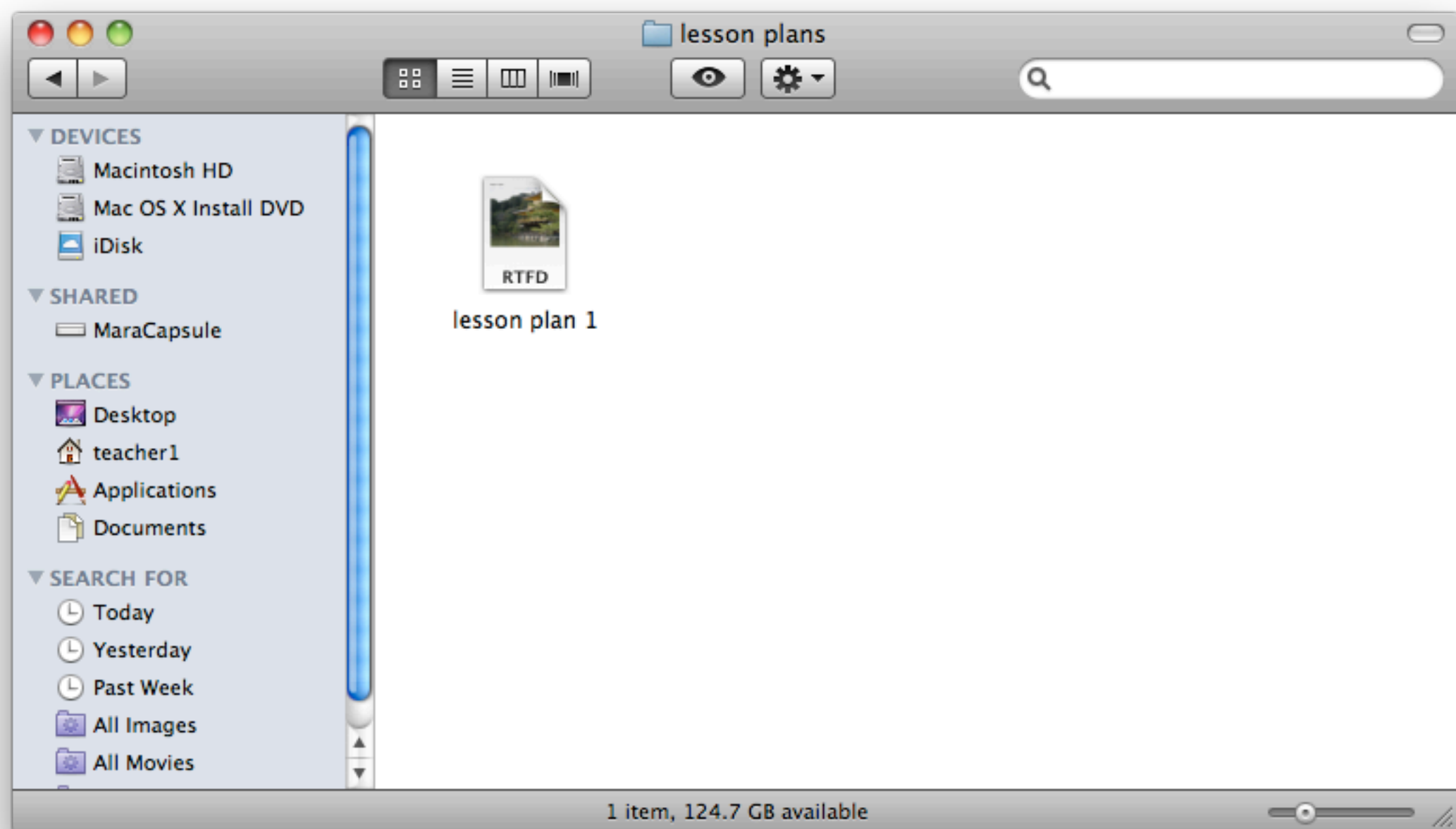
Wait until installation completes



Monday, February 21, 2011

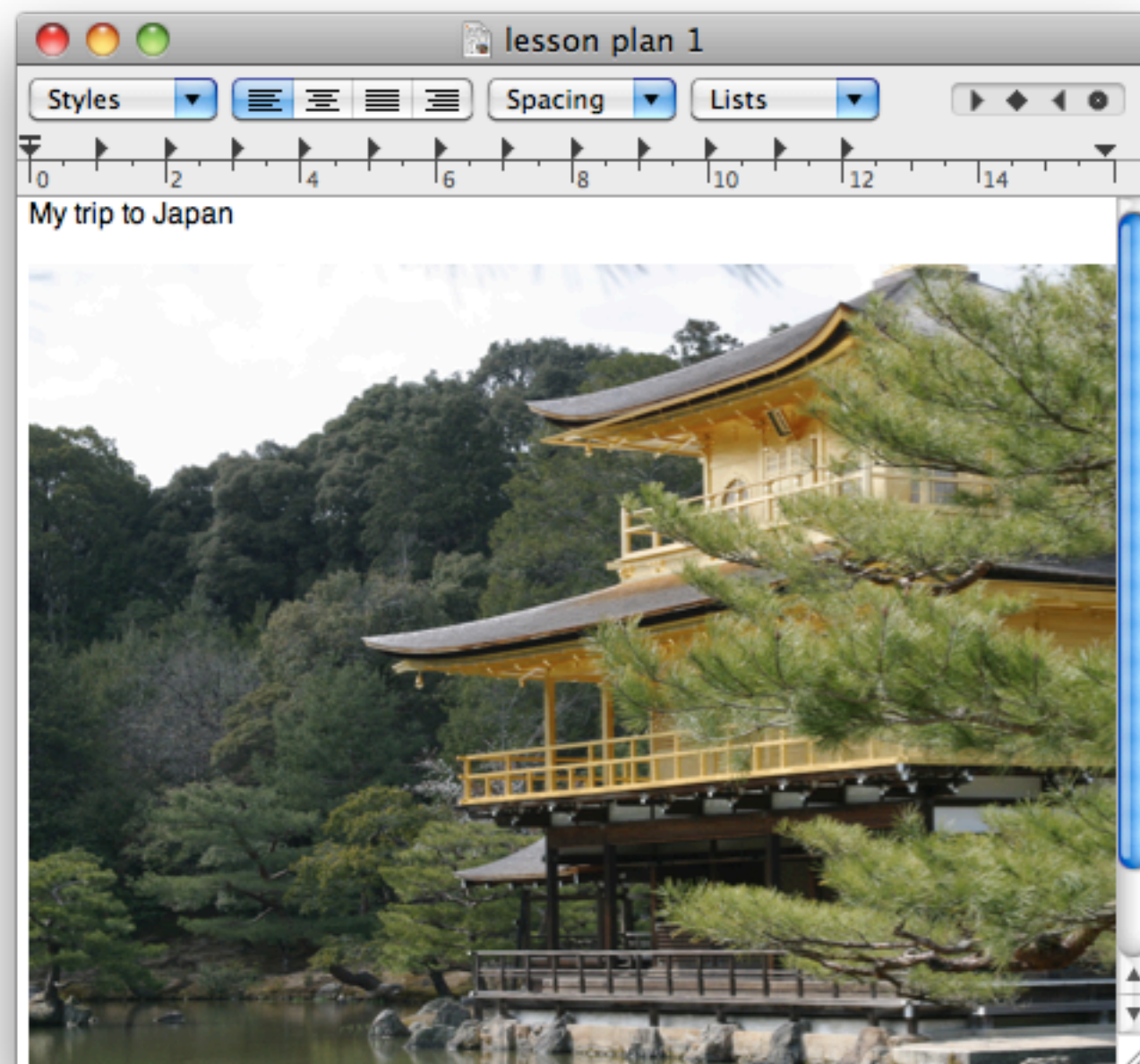
Click Quit

Print file



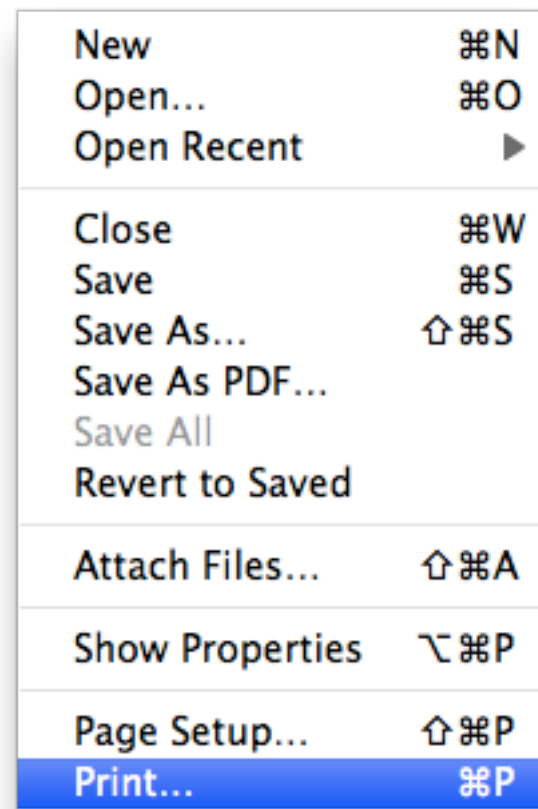
Monday, February 21, 2011

Open the file you want to print



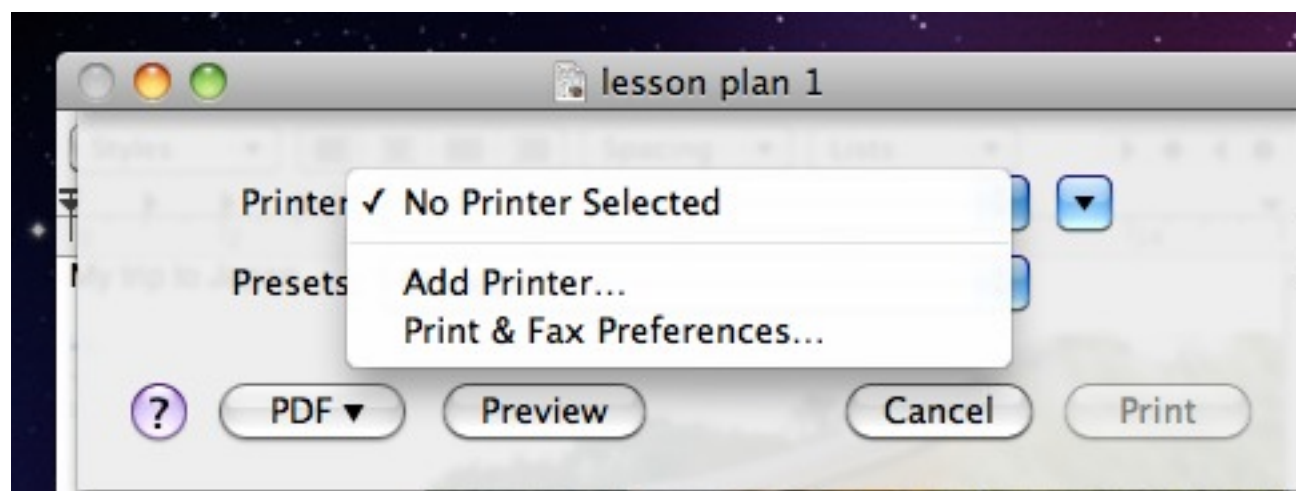
Monday, February 21, 2011

Here we are using the lesson plan 1 file



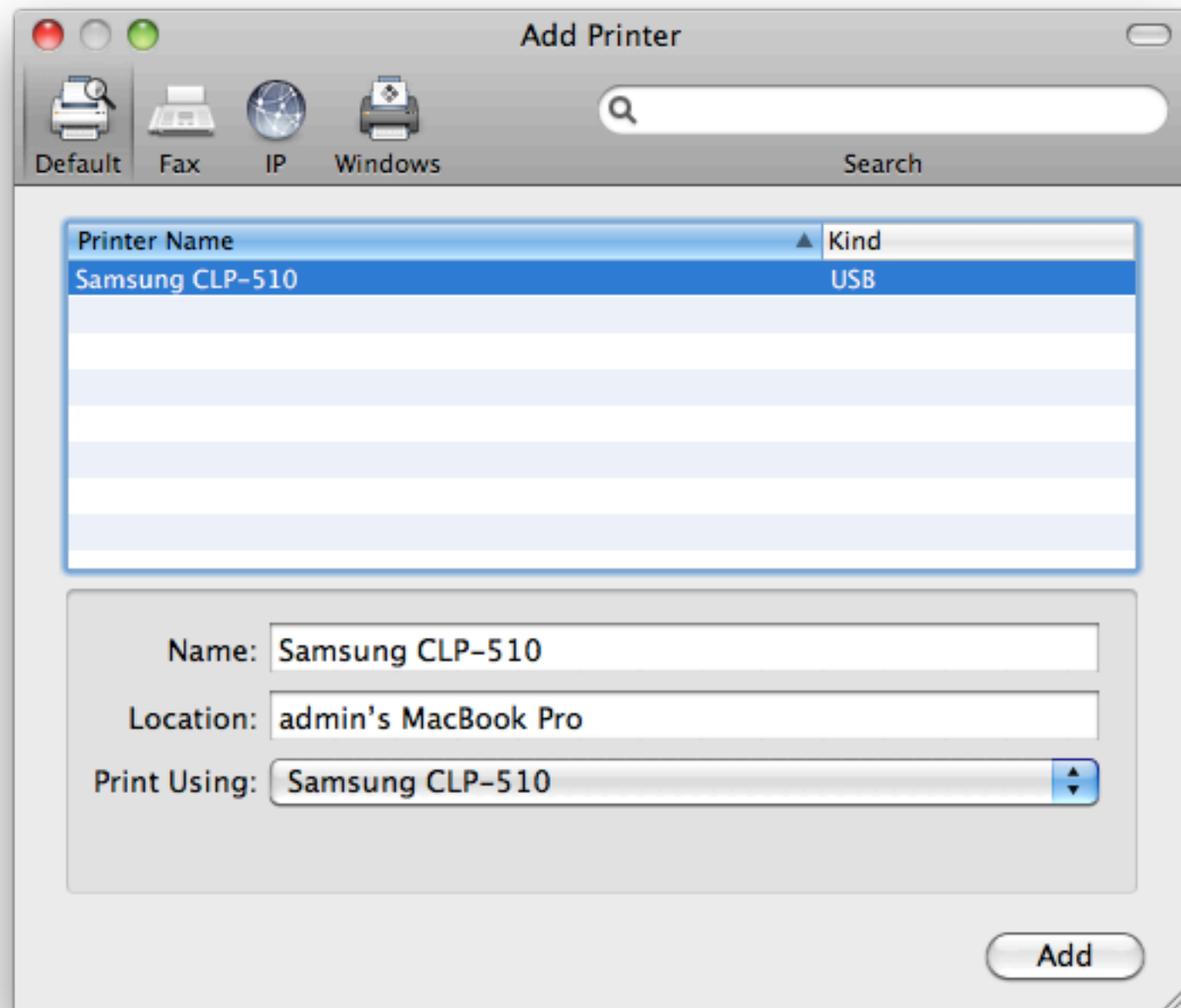
Monday, February 21, 2011

Choose Print from the File menu



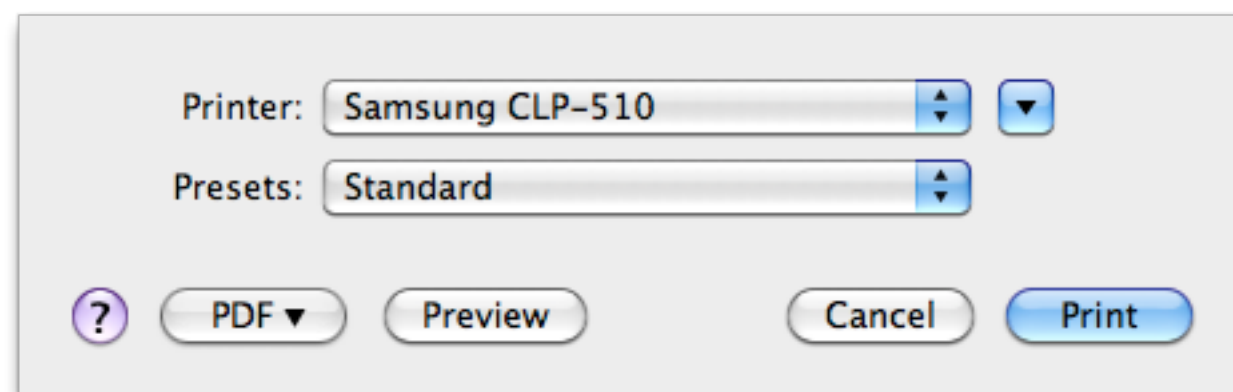
Monday, February 21, 2011

If you see No Printer Selected click Add Printer...



Monday, February 21, 2011

Choose the printer and click Add



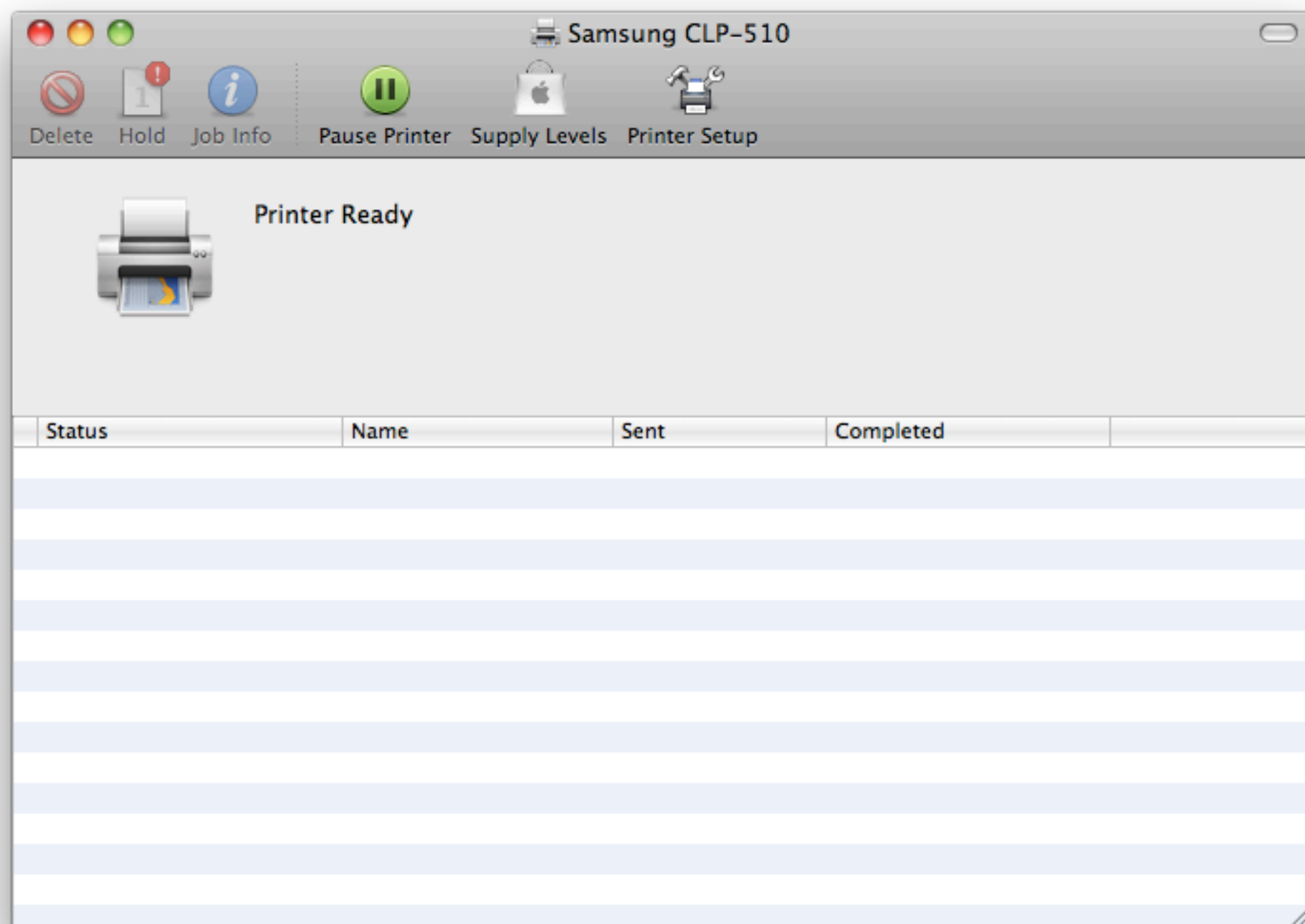
Monday, February 21, 2011

Click Print (Click the blue box with the black triangle inside to see advanced print options)



Monday, February 21, 2011

When printing starts you will see the Print Queue in the Dock. Click it.



Monday, February 21, 2011

Shows you printer status and jobs waiting to be printed.